

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Branch Delivery Assistant</b>	<b>Class Code:</b>	<b>09018</b>
<b>Application:</b>	<b>Single Classification</b>	<b>Pay Grade:</b>	<b>D</b>
<b>Supplemental/Code:</b>	<b>Office/Clerical 4</b>	<b>Established:</b>	<b>10/01/94</b>
<b>FLSA Status:</b>	<b>Non-exempt</b>	<b>Revised:</b>	<b>01/01/09</b>

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**Position Purpose:**

Transports library materials between locations to provide quality efficient service to the library divisions and the public.

**Essential Functions:**

1. Picks up, delivers, loads, and unloads material (i.e., books, furniture, audio/visual material, interagency mail and collection money) and delivers to branch libraries, central library and other city departments.
2. Sorts mail, book tubs and interagency mail and delivers to various library locations.
3. Picks up and delivers donated material from patrons to the library to help ensure material goes to designated area.
4. Prepares mail and packages for domestic and international shipping including applying appropriate postage and completing necessary shipping forms required by US Postal Service.
5. Drives and operates delivery vehicles in a safe manner to deliver material to library locations.
6. Regular, reliable and punctual attendance is an essential function of the job.

**Knowledge, Skills, and Abilities Required to Perform Work:**

Knowledge of US Postal regulations and prices.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

Ability to lift heavy boxes (approximately 40-70 lbs).

Ability to follow written and oral instructions.

Ability to work independently.

Ability to make sound decisions.

Ability to drive a vehicle.

**Working Conditions and Hazards:**

Driving a vehicle on public thoroughfares is an essential part of the job.

Work is performed indoors and outdoors.

Exposed to cold and heat.

Requires lifting, pushing and carrying.

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.