Canton Public Library
connecting your community

Canton Public Library Job Posting

HOME DELIVERY ON-CALL DRIVER

Deliver joy to the citizens of Canton! Under the direct supervision of the Circulation Services Supervisor, the Home Delivery On-Call Driver is responsible for efficiently delivering library materials *using their personal vehicle*. The nature of the work requires the employee to have a personal vehicle, carry personal and commercial automobile insurance with a minimum $1 million Combined Single Limit (CSL), and maintain a clean driving record. The nature of the work may require daytime, evening, and weekend hours. This is a provisional position that provides no benefits and is non-exempt from overtime under FLSA guidelines. Paid sick leave is provided in accordance with the Michigan Earned Sick Time Act.

SCHEDULED HOURS AND COMPENSATION

- As needed, including evenings and weekends
- $17.74-$20.82 per hour
- One to two shifts per week, with the potential for an occasional extra shift
- Mileage to be reimbursed at IRS mileage reimbursement rate (currently $.76 per mile)
- Safe driving incentive bonus: $600 per quarter without accidents

APPLICATION INFORMATION:

Applications will be accepted until **6:00 PM on Sunday, November 15, 2026,** or until the position is filled. Only complete application packets (that include a current CPL application form, resume and cover letter) will be considered. Incomplete application packets will not be reviewed.

Submit complete application packets to:
Marian Nicholson – Business Services
Canton Public Library
1200 S. Canton Center Road
Canton, MI 48188
jobs@cantonpl.org

PRIMARY DUTIES AND RESPONSIBILITIES

- Accurate delivery of packaged library materials from the library to a variety of addresses.
- Accurate pickup and return to the library of packaged materials from a variety of addresses.
- Review of scheduled delivery and pickup lists for completeness, including resolution of issues in a timely manner, according to established practices and procedures.
- Efficient routing of delivery and pickup stops using provided data and technology.
- Organization, loading and unloading of packaged library materials in a safe and secure manner for efficient delivery, preventing damage and preserving privacy
- Transportation of materials in compliance with all local, state and federal regulations.
- Pick up and return of materials to designated library locations, within designated timeframes.
- Keep accurate records of deliveries, pickups and any address or access issues encountered.
- Record mileage daily. Track and report mileage, and complete any required forms.
- Greet and communicate clearly with members of the public, including:

    - Calling as needed to confirm addresses and other information
    - Responding to library-related questions
    - Referring any queries and issues to other appropriate staff as needed.
- Appropriate and timely communication with the Supervisor regarding any issues encountered.
- Ability to maintain a neat and orderly appearance (self and vehicle) throughout each shift.
- Clear self-identification as a representative of the library while working, using the tools provided.
- Writing of detailed, clear and concise communications, including incident reports when needed, obtaining case numbers in the event of police involvement.

OTHER DUTIES AND RESPONSIBILITIES

- Stay informed of library news and events via review of all forms of library communication: website, email, SharePoint, library newsletter and blog. Contributes content as appropriate.
- Accept special assignments or duties in support of the library's goals and objectives. Serves on workgroups/committees and participates in initiatives as assigned.

REQUIRED QUALIFICATIONS AND SKILLS

- Basic knowledge typically associated with the completion of a high school diploma.
- High-level verbal and written communication skills; ability to deliver tactful and decisive explanations to an audience not always receptive to the information being communicated.
- Consistent display of public service attitude that reflects the library's values.
- Ability to work effectively with a diverse public, including children and teenagers.
- Ability to effectively choose between multiple pre-set options based on criteria, and assume responsibility without close supervision.
- Ability to maintain discretion in handling confidential library matters.
- Familiarity with Microsoft Office applications and common office equipment.
- Familiarity with maps and routing software.
- Efficient and accurate keyboarding and data entry.
- Punctuality and dependability.

PREFERRED QUALIFICATIONS

- Experience driving in a professional capacity.
- Familiarity with Canton addresses, roadways and general township layout.
- Prior experience in a public library or comparable customer service experience.
- Knowledge of library operations and services, including an understanding of and adherence to the privacy rights of patrons.
- Excellent navigational, organizational and time management skills

ESSENTIAL FUNCTIONS

- Sufficient physical agility to stand, walk, bend, stoop, reach, sit, lift up to 40 lbs., and push carts weighing up to 200 lbs.
- Manual dexterity and visual acuity sufficient to grab, hold, and organize materials and read small print on labels.
- Ability to efficiently comprehend a wide variety of materials in both electronic and hard copy form.
- Ability to communicate clearly and effectively in English, in writing and verbally.
- Ability to work effectively under stressful conditions in a fast-paced environment.

OTHER REQUIREMENTS

- Use of personal vehicle.
- Valid Michigan driver's license with a clean driving record and no traffic violations.
- Must be 25 years of age or older.
- Maintenance of personal automobile insurance, without "business use exclusions," and a commercial automobile insurance policy with a minimum $1 million Combined Single Limit (CSL-the maximum amount of money paid out for claims). Proof of insurance will be required.
- Reliable access to a vehicle that is registered, licensed and insured in Michigan. Vehicle must:
  - Be maintained and kept in good working order.
  - Be kept tidy, maintaining a clean and professional appearance.
  - Have at least 855 square inches of space for items, which can include trunk, seat, floor, etc.
  - Have no political messaging (or messaging must be covered while working).

Canton Public Library is an equal opportunity employer and values diversity. All employment decisions are based on qualifications, merit, and business need. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

This job description is not a contract between the library and the employee, nor an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas. The library reserves the right to revise this job description at its discretion.