JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Courier Supervisor

EXEMPTION STATUS: Non-Exempt

JOB CATEGORY: Professionals

BARGAINING UNIT: Supervisory

GENERAL SUMMARY:

Performs supervisory duties in the daily operations of courier services for the Las Vegas-Clark County Library District (Library District). Receives general supervision from the General Services Director or designee. Exercises direct supervision over assigned subordinate staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs supervisory duties of assigned staff including but not limited to:
    a. Performance Coaching & Management;
    b. Career Counseling & Development; and
    c. Conflict Resolution.
2. Oversees the efficient daily operations of the Courier Services.
3. Plans work schedules to ensure adequate courier coverage; responsible for record-keeping of courier functions.
4. Ensures the courier staff meet deadlines and take appropriate action in notifying affected departments and libraries if any delays occur.
5. Operates Library District vehicles in the transport of books, equipment, furniture, and other items to library facilities and other locations throughout Clark County; drives in various weather and road conditions.
6. Prepares/packages first class mail, outgoing books, outgoing UPS packages, outgoing Federal Express, and other special orders.
7. Receives/distributes incoming U.S. Mail, UPS packages, Federal Express packages, and various other acquisitions for the Library District.
8. Maintains department log of daily postage spent for the purpose of submitting requests for additional monies for the postage meter when required; maintains a record of registered mail.

9. Assists and coordinates with General Services Department for the maintenance of courier vehicles and performs minor maintenance tasks on vehicles.
10. Sorts library materials by hand or by using the central automated materials handling system for the purpose of ensuring correct transport and delivery.
11. Utilizes lift gates, pallet jacks, and hand trucks in the loading and unloading of materials and equipment.
12. Maintains compliance with Library District, Branch, and Department policies and procedures.
13. Responds to inquiries and complaints in a courteous and timely manner.
14. Exercises decision making skills.
15. Performs other duties as assigned.

CORE COMPETENCIES:

- Operational Leadership
- Customer Service
- Safety and Compliance
- Recordkeeping and Documentation
- Postal Packaging, Processing, and Distribution

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- **EDUCATION:**

  Required: High school diploma or GED equivalency.

  Preferred: N/A

- **EXPERIENCE:**

  Required: Five (5) years related work experience that provides familiarity with courier services practices and procedures required; one (1) year of supervisory experience.

  Preferred: Two (2) years of related courier services supervisory experience.

- **License and Certification:**

  Required: Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

  Preferred: N/A

- **PHYSICAL REQUIREMENTS:** Essential and marginal functions may require regular, and at times sustained, performance of heavy physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20 - 50 lbs.) items and occasionally very heavy (100 pounds or over) items; or the frequent operation of a motor vehicle and associated machinery or equipment requiring the manipulation of multiple controls, fine adjustments or both. Tasks require visual perception.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of equipment and vehicle maintenance.
- Knowledge of effective supervisory techniques and practices.
- Knowledge of Library District, Branch, and Department policies and procedures, terminology, and functions.
- Ability to perform routine maintenance on vehicles and equipment and determining when and what levels of maintenance are required.
- Ability to motivate and supervise staff.
- Ability to travel frequently between work-sites.
- Ability to maintain effective interpersonal relationships.
- Ability to implement change initiatives related to administrative processes and technologies.

DEVELOPED: July 1, 1995

UPDATED: September 9, 2026