

Delivery Driver – 19-Hours Per Week

Southern Tier Library System
Corning, New York

Southern Tier Library System is accepting applications for the position of part time Delivery Driver – 19-Hours Per Week. The library system seeks an energetic candidate who approaches their work with pride and passion to assist in the delivery of library materials to and from 48 public libraries throughout Allegany, Chemung, Schuyler, Steuben and Yates counties.

GENERAL STATEMENT OF DUTIES

This is a level 2 part time non-exempt position serving within the Division Librarianship. This 19 hour a week position works under the supervision of the Coordinator of Delivery Services and is responsible for ensuring the interchange of materials between STLS and its members and affiliated agencies.

ESSENTIAL FUNCTIONS OF THIS POSITION

Work involves loading the delivery van and driving to member libraries and affiliated agencies so as to deliver and pick up materials in a prescribed manner using the current delivery schedule.

This person is expected to work without direct supervision and exercise good judgment when making decisions while on the road. Represents STLS with member library staff and others encountered during the workday. May be required to train other employees.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

This position requires the ability to exercise good judgment in handling of minor delivery problems and in the care and operation of delivery vehicles. This person must be able to follow oral and written instructions, keep to a schedule, show attention to detail in sorting and delivering materials accurately, keep logs of maintenance supplies and garage schedules, and be adaptable in the face of unforeseen circumstances.

A high degree of responsibility and personal integrity is required as this person has possession of keys to member libraries. This person must have a general knowledge of STLS services, be able to interact well with a variety of people, represent the System positively, and work well with colleagues.

MINIMUM QUALIFICATIONS

High school diploma or GED. Current New York state driver's license with a clean driving record. This job requires lifting, loading, and carrying up to 50 lb. bags in all weather conditions, up and down stairs, to up to 17 locations per day.

EXAMPLES OF WORK

- Load delivery vehicle with bags weighing up to 50 lbs.
- Off load & pick up deliveries at member libraries requiring walking up and down stairs, including marble steps, in all weather conditions – up to 17 locations per shift.
- Sort materials as picked up for delivery on route.
- Respond to requests for delivery supplies from librarians.
- Wash and clean vehicle as assigned.
- Driver works two to three, up to 9.5 hour, days per week on a rotating schedule basis.
- Other duties as assigned.

Salary & Benefits

The starting hourly rate for this position is \$16.00 per hour and is commensurate with experience or current hourly rate under the STLS staff organization contract. New York State Retirement. Paid vacation, sick, personal, and holidays based on organizational contract.

Application Process

Applications are due by end of day on Monday, February 2nd, 2026. Please submit (via e-mail) a meaningful cover letter, resume, and at least three professional references to: Andy Zimmerlin, STLS Coordinator of Delivery Services, at zimmerlina@stls.org.

About Southern Tier Library System and Our Region

Our headquarters are in Painted Post just five miles from downtown Corning, NY. We serve 48-public libraries within a five-county region (Allegany, Chemung, Schuyler, Steuben & Yates).

STLS is committed to a diverse and inclusive work environment to ensure a wide range of experiences, perspectives, and skills. Our organization is continually evolving to meet the changing needs of our communities by establishing practices that promote innovative delivery of essential library services to the Finger Lakes, Southern Tier & Western New York.