

The Smithtown Library

NOTICE OF AVAILABLE POSITION

Date Posted: November 19, 2025

Position: **Driver Messenger – Call-In
As Needed (substitute)**
Shifts may include days, evenings and/or Saturdays.

Description of Duties: Under the supervision of Library Director, Assistant Directors or Building Heads, performs moderately heavy manual work delivering messages, records, and materials between Library buildings and other various locations using Library vehicle. The employee is responsible for a small amount of cash to be delivered or used to purchase items from merchants on the delivery route. Tasks include; gives minor routine maintenance service to assigned vehicle; checks gas, oil, battery level, tire pressure and general running condition and cleanliness; keep current NYS inspection & insurance cards; laundering of Library items, e.g. cleaning cloths, mop heads, etc. May transport confidential material or high priority items. May perform routine clerical tasks related to delivery assignments and/or routine tasks in the office of assignment between deliveries. Physical condition is commensurate with the demands of the position. Does related work as required.

Minimum qualification: Must possess and maintain a valid license to operate a motor vehicle in New York State.

Salary: The current entry level hourly rate is \$16.50 and will increase to \$17.00 per hour beginning January 1, 2026.

Contact: To apply, email your résumé (include a cover letter) and the provided shift availability chart to smithjob@smithlib.org within seven business days from the date of this posting. Only candidates selected for further consideration will be contacted.

Please type DRV MESS CALL-IN and your last name in the subject line of the email.

**THE DECISION OF THE LIBRARY DIRECTOR,
SUBJECT TO APPROVAL OF THE LIBRARY BOARD
OF TRUSTEES, WILL BE FINAL.**

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Applicant Shift Availability Chart

Please denote which shifts you are available to work on a consistent basis.

Applicant Name _____ Date _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:30am-2:30pm						X	X
2pm-6pm						X	X
5pm-9pm						X	X
9am-1pm	X	X	X	X	X		X
1pm-5pm	X	X	X	X	X		

Remarks: