

DISTRIBUTION CENTER PAGE

(Range 100)

DEFINITION

Performs a variety of work in the handling of library materials.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Distribution Center Librarian.

Under close supervision, work is subject to review while in progress as well as upon completion.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Receives, shelves, retrieves and/or sorts books, periodicals, and other library materials. Reads numbers and letters rapidly and accurately in order to sort and file library materials both alphabetically and numerically.
2. Utilizes hand trucks and book carts in the loading and unloading of boxes and bins of library materials.
3. Pushes loaded book carts through stacks.
4. Performs routine shelf readings to locate and/or ensure proper location of library materials.
5. Processes, sorts, and locates "hold" items to fill patron requests.
6. Receives, empties and loads boxes and courier bins of library materials.
7. Sorts various library materials by hand and operates automated materials handling system to receive and distribute various library materials.
8. Maintains orderly appearance of facility by clearing boxes, debris, and book bins from work location.
9. Refers unusual situations to a superior.

Marginal Functions:

1. Lifts, pulls, and pushes boxes and bins of books in a warehouse setting.
2. Utilizes library sorting machine in a non-public setting.
3. Utilizes library computer to check-in library materials in a non-public setting, and email, the Internet, and Intranet to conduct library functions.
4. Performs related duties as required.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to:

1. Understand and follow oral and written instructions and follow established routines.
2. Sort and file alphabetically and numerically.
3. Read numbers and letters rapidly and accurately.
4. Maintain effective working relationships with those contacted in the course of work.
5. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include:
 - standing, walking, or sitting for extended periods of time;
 - bending, reaching, stooping, and pushing;
 - lifting and carrying;
 - operating assigned equipment.
6. Maintain effective auditory and visual perception needed for:
 - making observations;
 - communicating with others;
 - reading and writing;
 - operating assigned equipment.

Training and Experience:

Candidates must be a minimum of 16 years of age. Candidates must be able to alphabetize with speed and accuracy; sort decimal numbers in correct order with speed and accuracy; move a loaded book cart; push a hand truck with boxes of materials; and bend and reach to shelve and retrieve library materials.

Physical Requirements:

Tasks may involve frequent walking, standing, bending, reaching, stooping, and lifting or carrying moderately heavy (20 - 50 lbs.) items and occasionally very heavy (100 pounds or over) items; pushing loaded, wheeled hand trucks and book carts of very heavy weight (100 - 150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Tasks require visual perception.

Environmental Requirements:

Tasks require infrequent exposure to adverse environmental conditions.

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FLSA: NON-EXEMPT

CBA: NONE

**DEVELOPED: JULY 16, 2015
MARCH 13, 2018**