

## **LIBRARY PROCESSING AIDE**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Library Processing Aide works in Collection Support Services performing repetitive duties and responsibilities which may include, but are not limited to, any combination of the following tasks: affixing barcodes, security devices, spine labels, and location labels to Library materials; putting plastic jackets on books, making minor repairs to materials, putting audio-visual (AV) materials and accompanying items in cases and labeling them to prepare them for circulation; proofreading work of others for accuracy; packing boxes of Library materials to send to branches or delivering Library materials to section of the Main Library; unboxing newly acquired materials, reviewing packing slip/invoice information to verify correct shipment; sorting and distributing mail; answering the receiving doorbell, interacting with vendors as they deliver shipments; inventorying processing supplies, assessing current needs, and reordering as necessary; and assisting in training new employees. This class performs related duties as required.

**Distinguishing Features:** Assignments are performed according to established policies and procedures. After initial training, employees are expected to accomplish work independently. Supervision is provided by a Supervisory Librarian who reviews work through results achieved. This class is FLSA nonexempt.

### **QUALIFICATIONS**

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Some (6 months - 1 year) experience performing routine clerical tasks as well as basic computer knowledge.

### **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with Library and City staff, volunteers, and vendors to relay information, identify and solve problems, monitor and correct errors, and receive instructions.

**Manual/Physical:** Prepares books and other Library materials for collection. Performs book processing duties such as: book jacketing, labeling, and barcoding. Checks the condition of all books and evaluates and repairs damaged materials by: repairing and replacing spine labels; replacing book jackets, pockets, security devices, and bar codes or replacing AV cases, etc. Reviews the work product of others to ensure compliance with standard operating procedures. Inspects and monitors work of temporary and volunteer workers. Prepares boxed and crated materials for mailing to branch Libraries. Uses a handcart and book trucks to move crates, boxes, and books. Moves crates, boxes (bindery), and book trucks weighing up to 200 lbs. to deliver materials to the appropriate location. Operates a variety of standard office equipment.

Operates a personal computer (PC) to communicate, create supply orders, and print labels. Uses a hydraulic lift, pallet jack, hand truck, and book truck to move books and other Library supplies weighing up to 70 pounds per box or pallets of boxes weighing up to 4000 pounds in order to transport books. Detects audible backup warning devices to assist drivers on the loading dock. Cleans work area and equipment. Works with cleaning fluids and agents using normal, routine, and protective equipment. Requires bending and lifting items from a 2.5' (d) x 9.5' (l) x 3' (h) mail bin. Meets scheduling and attendance requirements.

**Mental:** Assists in planning, organizing, and directing the activities of the processing section. Assists in coordinating and evaluating the work of volunteer and temporary workers. Assists in monitoring and reviewing packing slip/invoice information to verify correct shipment of materials. Prioritizes and assigns work to personnel and prioritizes own work. In the absence of a lead worker, coordinates work activities.

**Abilities:**

Ability to:

- understand and follow verbal and written instructions;
- develop some skill in the operation of equipment used to perform duties;
- prioritize workflow;
- apply standard Library procedures, policies, and materials;
- use proper methods of lifting and moving heavy boxes and pallets;
- use basic receiving and distribution methods;
- work independently with sometimes limited supervision; and
- maintain and establish effective working relationships with other employees, volunteers, suppliers, and vendors.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 8/15

TO/pg

CS3104.DOCX (Full-time)

PAY GRADE: 34

CS3111 (Part-time)

PAY GRADE: 34

EEO-S/M

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9101

JOB FCTN-GEN

SWORN-No

INCREMENTS 62-200