

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: packing boxes of Library materials to send to branches or delivering Library items or checking in new materials for the Main Library branch; 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; affixing spine labels; adding/replacing barcodes, security devices, , and location labels to Library materials when needed; adding/replacing plastic jackets on books, , adding/replacing cases and liners for audio-visual (AV) materials , and making minor repairs to materials; proofreading work of others for accuracy;;; inventorying processing supplies, assessing current needs, and reordering as necessary; assisting in training new employees; and assisting in the training and supervision of Library volunteers. 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 Librarian II or Librarian III who reviews work through results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

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, 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 routine lifting of library materials and packing boxes weighing up to 30 pounds with assistance. when needed. 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 9/23

CO/sm

CS3104.DOCX (Full-time)

CS3111 (Part-time)

EEO-S/M

JOB FCTN-GEN

INCREMENTS 113-200

PAY GRADE: 35

PAY GRADE: 35

IND-9101

SWORN-No