



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Collection Processing Specialist I</b>	<b>Position Code.:</b>	<b>1157-102</b>
<b>Reports To:</b>	<b>Collection Processing Manager</b>	<b>Classification:</b>	<b>Non-exempt</b>
<b>Division:</b>	<b>Collection Services and Development</b>	<b>Date:</b>	<b>07/2024</b>

#### **JOB SUMMARY:**

Under general supervision, uses computer system to link Radio Frequency Identification (RFID) tags to barcode information on materials and to route system reserves; monitors automated materials handling (AMH) equipment during the sorting of new materials and materials for delivery to system libraries and departments; assists in receiving, sorting, and distributing interoffice and U.S. mail to Service Center departments; assists with general processing duties.

#### **ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Uses computer system to link RFID tags to barcode information and materials; fills system reserves, applies routing labels; places materials on sorting equipment conveyor.
- Monitors AMH equipment during the sorting of new library materials and interoffice mail materials; adjusts materials in the bins to prevent damage during transport; replaces full bins with empty bins as needed; inserts appropriate routing tags into empty bins; uses AMH equipment to resort items from the exceptions bin; places full bins in appropriate location for pick-up by delivery drivers.
- Assists in receiving, sorting, and distributing in-house and U.S. mail for the departments housed in the Service Center.
- Ensures proper placement for pick-up of all outgoing mail including U.S. mail, interoffice mail, and. outgoing mail for Interlibrary Loan couriers.
- Stores and retrieves materials from vertical lift storage system for processing.
- Assists other Collection Services and Development departments as needed.
- Performs other basic Technical Processing support tasks as assigned.
- Provides excellent customer service.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library customers' records and the code of professional ethics.
- Performs special projects and other work as assigned.

#### **FREQUENCY OF TRAVEL REQUIREMENTS:**

- This position is not required to travel to other library locations.

#### **INTERACTION:**

- Interaction with all levels of staff and library partners.

#### **MATERIAL AND EQUIPMENT USED:**

- Automated Materials Handling (AMH) Equipment
- Computer(s)/Printer(s)
- General Office Equipment
- Vertical Lift Storage System

#### **MINIMUM QUALIFICATIONS REQUIRED:**

##### **Education and Experience:**

- High School diploma or GED

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

- Basic library practices, policies, and operations.
- All computer applications and hardware related to performance of the essential functions of the job.

### **Skill in:**

- Organizing work and following up on assignments with a minimum of direction.
- Communicating clearly and effectively with others.
- Interpersonal skills necessary to be courteous of fellow employees and library partners.
- Using tact, discretion, initiative, and independent judgment within established guidelines.

### **Mental and Physical Abilities:**

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to adapt to changing priorities and technology and to work smoothly and cooperatively on a variety of procedures.
- While performing the essential functions of this job the employee is frequently required to move from place to place, handle or feel, reach, climb or balance, stoop, kneel, crouch, crawl, speak and hear and lift and/or move up to 50 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 50 pounds. Lifting/moving items weighing more than 50 pounds requires use of a lifting device or a team of two or more employees.

## **SUPERVISORY RESPONSIBILITY:**

- This position has no supervisory responsibilities.

## **WORK ENVIRONMENT:**

- Works in a normal office environment with some exposure to hazards by handling of boxes of books packed by shippers where no control can be exercised over size and weight.
- Working conditions are typically moderately quiet.

## **SUMMARY STATEMENT:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.