



## METROPOLITAN LIBRARY SYSTEM

### Job Description

<b>Job Title:</b>	<b>Collection Processing Specialist II</b>	<b>Position Code.:</b>	<b>1159-104</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>03/2024</b>

#### **JOB SUMMARY:**

Under general supervision, prepares books and other materials for library collections according to library standards and guidelines; receives and maintains processing supplies and fills supply requests from libraries.

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

- Using own knowledge of library system standards and guidelines, prepares and processes books for library collections by accurately matching and applying barcode/spine labels and other appropriate labels, property and other stamps, and plastic jackets, as needed.
- Using own knowledge of library system standards and guidelines, prepares audio and video recordings for circulation by accurately matching and applying barcode/spine labels and other appropriate labels and placing in appropriate packaging.
- Identifies materials with cataloging or processing errors; returns these materials to the appropriate staff for correction; reprocesses as needed.
- Operates vertical lift automated storage system to store and retrieve materials.
- Receives processing supplies, restocks and maintains supply shelves; fills supply requests from libraries.
- Performs minor repairs of books and non-book materials.
- Uses computer system to link Radio Frequency Identification (RFID) tags to barcode information on materials and to route system reserves as assigned.
- Uses automated materials handling (AMH) equipment to sort materials for delivery to agencies as assigned.
- Assists other Collection Services and Development departments as needed.
- 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 other related duties 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 the library partners.

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

- Automated Materials Handling (AMH) Equipment
- Computer(s)/Printer(s)
- Exacto Knives
- General Office Equipment
- Paper Cutter
- Paring Knives
- Scissors
- Vertical Lift Storage System

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

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

High School diploma or GED

**HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Experience using an Integrated Library System (ILS).

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- General office procedures, policies, and practices.
- Basic library practices, policies, and operations.
- Automated circulation systems.
- All computer applications and hardware related to performance of the essential functions of the job.

**Skill in:**

- Interpersonal skills necessary to be courteous of fellow employees and library partners.
- Operating and routine maintenance of office equipment.

**Mental and Physical Abilities:**

- Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals.
- Ability to deal with problems involving a few concrete variables in standardized situations.
- While performing the essential functions of this job the employee is frequently required to move from place to place, handle or feel, reach, speak and hear and lift and/or move up to 25 pounds.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 50 pounds.

**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.