

**METROPOLITAN LIBRARY SYSTEM  
JOB DESCRIPTION**

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**JOB TITLE:** TECHNICAL PROCESSOR  
**DEPARTMENT:** TECHNICAL PROCESSING  
**DIVISION:** MATERIALS & OUTREACH  
**REPORTS TO:** TECHNICAL PROCESSING MANAGER

**JOB CODE:** 5070  
**FLSA STATUS:** NE  
**DATE:** 10/10

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**JOB SUMMARY:**

Under general supervision prepares books and other materials for circulating, reference, special and professional collections according to system standards and guidelines; prepares materials for shipment to the bindery; receives and maintains processing supplies and fills supply requests.

**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 circulation, reference, special and professional collections by accurately matching and applying barcodes and other appropriate labels, property and other stamps, and plastic jackets.

Using own knowledge of library system standards and guidelines, prepares audio and video recordings for circulation by accurately matching and applying barcodes and other appropriate labels and inserting descriptive information into plastic covers.

Previews video recordings for quality of picture and sound; checks for manufacturing defects and notes information on work slip; adds information on check off list from Cataloging.

Verifies problems on all audio visual materials returned to Technical Processing as defective; reprocesses audio visual material after exchange from publisher or vendor

Assumes responsibility for checking all processed materials before they are sent to agencies to ensure system standards for quality and accuracy are met; 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.

Prepares books to be sent to the bindery; boxes and sends to the bindery; prepares books received from the bindery for return to the collections; sorts, boxes and routes.

Receives processing supplies, re-stocks and maintains supply shelves; fills supply requests for various agencies.

Stamps paperback books with appropriate property stamp, attaches subject category labels to Outreach paper backs and covers with spine tape

Performs minor mending of books and non-book materials

Uses computer system to link RFID tags to barcode information on materials and to route system reserves as assigned

Uses automated sorting equipment to sort materials for delivery to agencies as assigned

Serves as back-up for the Receiving Technicians as assigned

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 users' records and the code of professional ethics

Performs other related duties as assigned.

## **MATERIAL AND EQUIPMENT USED:**

Computer	General Office Equipment	Paper Cutter	Exacto Knives
Paring Knives	Scissor	Vertical Lift storage system	
Automated sorting equipment			

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

High School diploma or GED; and,

Three to six months related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

None.

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

### **Knowledge of:**

General office procedures, policies and practices, as well as basic knowledge of computer and other general office equipment.

Basic practices, policies, and operations of the library system.

Automated circulation system.

### **Skill in:**

Interpersonal skills necessary to be courteous of fellow employees and occasional interface with the public.

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, procedure manuals, and so forth.

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 sit, use hands to finger, handle, or feel, reach with hands and arms, 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 stand, walk, and lift and/or move up to 50 pounds.

### **Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

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 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 when possible.