

**METROPOLITAN LIBRARY SYSTEM  
JOB DESCRIPTION**

---

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

**JOB CODE:** 0079  
**FLSA STATUS:** NE  
**DATE:** 09/10

---

**Job Summary:**

Under general supervision, uses computer system to link RFID tags to barcode information on materials and to route system reserves; monitors automated sorting equipment during the sorting of new materials and interagency mail materials for delivery to system libraries and departments; assists in receiving, sorting and distributing interagency and US 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 automated sorting equipment during the sorting of new library materials and interagency 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 sorter 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 US mail for the departments housed in the Service Center.

Ensures proper placement for pick up of all outgoing mail including U.S. mail, interdepartmental mail, and. outgoing mail for Interlibrary Loan couriers

Stores and retrieves materials from vertical lift storage system for processing

Un-boxes materials for Receiving Technicians

Processes un-cataloged paperbacks and applies appropriate subject label to Outreach paperbacks

Performs other basic Technical Processing support tasks as assigned.

Assists with the mailing of Books by Mail materials as assigned.

Performs special projects and other work 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          Automated sorting equipment          Vertical lift storage system

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

High School diploma or GED

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:**

Basic practices, policies, and operations of the library system

### **Skill in:**

Organizing work and following up assignments with a minimum of direction

Communicating clearly and effectively with others

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

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 to work smoothly and cooperatively on a variety of procedures

Ability to adapt to changing 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 stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or 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 up to 100 pounds

### **Working Conditions:**

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.

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 functions 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.