

# Job Description

## Processor

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<b>Name:</b>		<b>Department:</b>	Collection Services
<b>Pay Grade:</b>	J	<b>FLSA Code:</b>	Non-exempt
<b>Reports To:</b>	Head of Collection Services	<b>Typical Schedule:</b>	Varies
<b>Last Updated By:</b>	Donna Dunn	<b>Date:</b>	7/13/2017

## Job Summary

Under the supervision of the Head of Collection Services, the Processor is responsible for the processing and packaging of all library materials.

This position does not have any supervisory responsibilities.

## Essential Functions & Responsibilities

### Primary

- Processes library materials
- Applies appropriate labels to all cataloged library materials
- Applies mylar book jackets and kapco laminate to books
- Repackages audio visual items in new cases
- Property and date stamps library items
- Applies tape to spines and book covers of paperback books
- Retrieves materials from library shelves
- Participates in special re-packaging projects, as assigned
- Withdraws deselected library materials from the catalog
- Attends scheduled meetings and training, as required
- Maintains awareness of overall library functions, projects, and goals
- Represents the library in a positive fashion at all times

### Secondary

- Participates in professional development and continuing education, as appropriate

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- Keeps current on trends and issues in library practices and philosophy
  - Understands and demonstrates the Standards of Public Service
  - Performs other duties, as assigned

## Education Requirements

*The minimum level of formal education required to perform this job is checked.*

- |  |   |
|--|---|
| <input type="checkbox"/> Some high school                      | <input type="checkbox"/> Bachelor's Degree    |
| <input checked="" type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Master's Degree/MLIS |
| <input type="checkbox"/> Associate's Degree                    | <input type="checkbox"/> Other:               |

## Training, Skills, Knowledge, and/or Experience

### Required

- Ability to adapt to evolving technology
- Ability to exercise initiative in problem-solving and referring questionable situations to the supervisor
- Ability to complete detailed work accurately, efficiently, and on time, with minimal supervision
- Ability to plan, organize, and prioritize work assignments
- Ability to work independently or as part of a team
- Service-oriented attitude with the ability to establish and maintain effective relationships with staff and the public in order to achieve the goals and objectives of the library

### Preferred

- Successful employment experience in a public library

## Physical Requirements

	<b>Constantly</b> ( $\frac{2}{3}$ or more of the time)	<b>Frequently</b> ( $\frac{1}{3}$ - $\frac{2}{3}$ of the time)	<b>Occasionally</b> ( $\frac{1}{3}$ or less of the time)
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending/stretching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping/kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pushing/pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching overhead (up to 75" high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifting/carrying/moving (up to 50 pounds)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reading/analyzing/interpreting data	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Viewing/working at a computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## Scheduling

This position may require working during any of the hours that the Library is open, including evenings and weekends. Although a regular weekly schedule is established, the needs of the Library may require schedule changes and flexibility.

## Equal Employment Opportunity

The library does not discriminate on the basis of race, color, gender, religion, sexual orientation, gender identity, national origin, ancestry, citizenship, age, disability, veteran status, marital status, pregnancy, arrest record, protected order status, genetic information, or other non-job related criteria in any term, condition, or privilege of employment.



# Acknowledgement

I have read and understand the functions and requirements of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job functions may change as needs evolve.



Employee Signature

Date

