Job Description

Processor

Name: [Name]  Department: Collection Services
Pay Grade: J  FLSA Code: Non-exempt
Reports To: Head of Collection Services  Typical Schedule: Varies
Last Updated By: Donna Dunn  Date: 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
● 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.*

- Some high school
- Bachelor’s Degree
- High school diploma or GED
- Master’s Degree/MLIS
- Associate’s Degree
- 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

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<thead>
<tr>
<th>Activity</th>
<th>Constantly (½ or more of the time)</th>
<th>Frequently (½ - ⅔ of the time)</th>
<th>Occasionally (⅓ or less of the time)</th>
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<tbody>
<tr>
<td>Sitting</td>
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<td>Standing</td>
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<td>Walking</td>
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<td>Bending/stretching</td>
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<td>Stooping/kneeling</td>
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<td>Pushing/pulling</td>
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<td>Reaching overhead (up to 75&quot; high)</td>
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<td>Lifting/carrying/moving (up to 50 pounds)</td>
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<td>Reading/analyzing/interpreting data</td>
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<td>Viewing/working at a computer</td>
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<td>Moving wheeled carts (100 lbs.) within or between buildings in all weather conditions</td>
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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