

LIBRARY MATERIALS HANDLER

NATURE OF WORK:

Reporting to the Circulation Supervisor, Youth Services Librarian, Adult Services Librarian or Branch Manager, the Materials Handler returns materials to shelves, checks-in materials using the automated library system, and keeps items in order in the library.

The tasks performed require a significant amount of lifting, bending, and stretching to carry and shelve books and other library materials. Tasks are performed under close supervision during a period of orientation and instruction in library work; after familiarization with work routine, duties are performed with some independence.

Employees in this classification have occasional contact with the public in the process of shelving books and are expected to answer directional and readers advisory questions. Applicants must have excellent customer service skills.

REPRESENTATIVE EXAMPLES OF WORK:

(Only major tasks are identified for most positions; refer to position description for detailed listing of duties.)

- Sorts books and other library materials; loads book truck; returns materials to proper locations; keeps items in order on the shelves
- Merchandizes materials based on current best practices
- Tidy library by ensuring that materials left on tables and desks are returned to proper location
- Straightens shelves; files alphabetically and numerically
- Checks-in library materials using the computerized integrated library system; assesses materials for damage
- Performs related work as assigned

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

Ability to:

- Learn basic check-in procedures using automated library system
- File materials alphabetically and numerically in an accurate manner
- Bend, stretch, reach, lift, and carry safely

- Learn library procedures and methods of operation
- Understand and follow detailed oral and written instructions
- Establish and maintain effective working relationships with supervisor and co-workers
- Abide by Flathead County Library System policies and procedures
- Model FCLS core values
- Work afternoon and evenings as well as Saturdays
- Remain positive and flexible in an environment of continuous change

GENERAL RECRUITMENT INDICATORS: (Person applying for a position in this class should have the following experience and/or training).

Excellent oral communication skills
 Desire to work with the public
 Basic computer skills

ACTION	DATE	REFERENCE
Adopted:	7/01/88	Commissioners Minutes
Revised:	11/14/05	Commissioners' Minutes
Revised:	7/26/11	Commissioners' Minutes
Revised:	7/1/14	HR Salary Recommendation Transmittal Signed 5/28/2014