

## Spokane County Library District

**CLASSIFICATION: N01**

**POSITION TITLE:** Collection Services Page

**GENERAL PURPOSE:**

Performs routine clerical tasks in support of collection services operations. Packs, unpacks, processes and distributes library materials for circulation.

**POSITION SUMMARY:**

Under the direction of a Cataloging Assistant in Collection Services, the Collection Services Page is responsible for receiving and checking new library materials; sorts materials according to collection designation (e.g., youth, teen, or adult). Packs and assures distribution of library materials to their correct destination.

**ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Unpacks and processes new library materials. Checks materials for defects; matches number of items and titles to invoice; reports missing materials to Technical Services Clerks for further action; sorts materials according to collection designation (e.g., youth, teen, or adult); cuts and matches specific item information to materials; places items on shelves for further processing.

Places library label on paperbacks; tapes the spine of both paperback and hard back books; affixes property stamp; may assist in putting dust jackets on books.

Packs library materials for shipment. Places items in shipping room for distribution to their designated library.

Lifts library materials weighing up to 40 pounds; safely moves and maneuvers library carts and hand trucks containing books and other library materials; assists processing and clerical staff as needed.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with district staff and the public.

**OTHER JOB FUNCTIONS:** Performs other tasks as assigned.

**SELECTION FACTORS:**

(Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- Basic filing and alphabetizing.
- Personal computers.

**Ability to:**

- Communicate effectively with staff and others both orally and in writing;
- Work in a cooperative and respectful manner in a team environment;
- Ability to use initiative, problem solving skills, and judgment;
- Work quickly and accurately; follow directions; work a flexible schedule;
- Use a computer to access appropriate information, such as timesheets, email, intranet news;
- Lift materials weighing up to 40 pounds.

**MINIMUM QUALIFICATIONS:**

Persons applying for a position of this class should have:

Training, education, and/or experience that would enable an individual to perform the essential functions of the position; 16 years of age or older.

Read and use English and understand numbers.

Should be able to successfully pass a background check.

**TOOLS AND EQUIPMENT USED:**

Hand trucks and library carts; hand tools necessary for performance of position.

Common household products to clean and process materials and equipment.

**WORK ENVIRONMENT:**

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment. Physical exertion to lift office supplies, books, and other materials; repetitive motion using arms and wrists, bending, stretching and lifting to pack, unpack, sort, and shelve library materials is also be required. Hearing, speaking, and listening to individuals are illustrative of the mental and physical requirements of the position.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

FLSA Classification: Non-Exempt

Salary Range: N01

Revised: 10/19/07