

**GEORGETOWN TOWNSHIP LIBRARY
JOB DESCRIPTION
MATERIALS PROCESSOR**

NATURE OF WORK

This is a part-time library position performing routine paraprofessional and clerical work following established library practices and procedures. This position is requires a high attention to detail. Responsibilities entail providing quality circulation services to the public by performing a variety of duties focused on the handling and processing of library materials. Hours may include evenings and Saturdays. Performance is subject to periodic review by the Library Director. This position reports to the Library Director.

EXAMPLES OF WORK

1. Inspects and checks-in materials.
2. Sorts and shelves checked-in materials and builds carts in preparation for shelving.
3. Processes new materials for circulation.
4. Packs, unpacks, sorts, and processes books and other materials for distribution to and from other libraries.
5. Retrieves, inspects, processes, and files incoming and outgoing interlibrary loan materials.
6. Mends and cleans worn and/or damaged materials.
7. Assists with the unpacking, sorting, and disposition of new and donated materials for processing.
8. Assists with the processing of material for withdrawal from the collection.
9. Reads and straightens shelves.
10. Assists senior staff members with basic tasks such as searching for overdue items, lost items, back issues of periodicals, etc.

11. Maintains confidentiality of all patron records and transactions.
12. Performs other clerical work of a comparable level of difficulty and responsibility as required by professional staff.

REQUIREMENTS OF WORK

1. Ability to learn general Library methods, practices and procedures and learn basic Library computer skills within six months from date of hire.
2. Ability to make decisions within established guidelines and to work independently as well as with others in a multi-task environment.
3. Ability to interpret, apply and communicate Library rules and procedures as found in Township, Library and Cooperative manuals and statements of Library policy.
4. Ability to file accurately, alphabetically and numerically (Dewey Decimal System), and to perform clerical tasks with neatness and precision.
5. Familiarity with the Library's automated system as well as the ability to operate office and automated equipment and manipulate electronic equipment for circulation and reference functions.
6. Ability to shelve and retrieve Library materials.
7. Ability to serve the public courteously; to obtain and communicate information effectively; ability to maintain proper composure with the public as well as maintaining effective working relationships with co-workers.
8. Ability to stand for long periods of time; ability to read both print and CRT-display lettering.
9. Physical ability to push/pull fully loaded book carts, retrieve or place materials above shoulder or below knee level, and lift/carry materials weighing up to 50 pounds.
10. Ability to work under close supervision and follow established routines.
11. Ability to perform repetitive tasks fast and accurately.
12. Manual skills and attention to detail necessary to process and repair books and other materials.

REQUIRED MINIMUM TRAINING AND EXPERIENCE

1. Possession of a high school diploma or equivalent.
2. Relevant library and computer experience desirable.

The preceding declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of all the skills and abilities required to perform the job. Rather, they are intended only to describe the general nature of the job.