

## Job Description                      MATERIALS HANDLER

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### **BASIC FUNCTION**

Is responsible for handling shipments of materials and performs a variety of materials preparation functions on library materials to prepare them for public use, and performs other related duties as assigned.

### **MAJOR DUTIES AND RESPONSIBILITIES**

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

- Regular and punctual attendance;
- Provide excellent customer service to external and internal users;
- Provide support to the operations of the organization to ensure timely delivery of information and materials to library user;
- Open, unpack and distribute mail and shipments of materials in the department; check quality and quantity of goods according to the order specifications;
- Sort and transport library materials;
- Physically prepare materials for circulation, which includes packaging, stamping, and labeling, according to established procedures;
- Review, proofread, and revise materials to ensure accuracy;
- Operate, maintain, and clean a variety of equipment such as photocopiers, computers, and printers;
- Perform other related duties as assigned.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Effective English communication and usage; spelling, grammar, and punctuation; basic alphabetical and numeric filing methods; and basic mathematical principles;
2. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing and/or other software necessary to perform job duties.

#### **Ability to:**

1. Attend on a regular and punctual basis;
2. Adapt to a rapidly changing environment and learn new skills;
3. Learn, understand, interpret and apply Sacramento Public Library's policies and procedures;
4. Master all procedures related to assigned work area;
5. Prioritize and multitask;
6. Maintain a pleasant and productive working atmosphere; maintain composure and work effectively even when under pressure;
7. Communicate effectively and respectfully with other staff and members of the public;
8. Take an active role in problem solving; communicate information to supervisors and coworkers in a timely fashion to address issues and problems as they arise;
9. Possess attention to detail and demonstrate effective and efficient follow through on assigned tasks;
10. Work a flexible schedule including evening and weekend shifts as assigned.

### **EDUCATION AND EXPERIENCE**

1. High school diploma or G.E.D.

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**LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED**

None.

**OTHER REQUIREMENTS**

Must be able to transport oneself to assigned work location in a timely manner.

**WORKING CONDITIONS**

***Environment:***

- The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work environment involves everyday risks or discomforts that require normal safety precautions typical of a library or workroom setting; Follow all safe work place policies and procedures with regard to office equipment, accident prevention and observance of fire and building safety regulations; Possible exposure to angry or hostile individuals and to personally offensive library materials;

***Physical Abilities:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to stand, walk, carry, and bend from 76%-100% of the time;
- Ability to reach, stoop, squat, crouch and push carts and bins from 51%-75% of the time;
- Ability to climb, balance, kneel, pull and sit from 25%-50% of the time;
- Ability to work at waist level, between waist and shoulder level and shoulder level from 34%-66% of the time;
- Ability to lift and carry bins and boxes of library materials weighing 40-60 pounds 33% of the time, 20-39 pounds from 34%-66% of the time and 1-19 pounds from 67%-100% of the time;
- Ability to push/pull and maneuver book carts weighing up to 200 pounds 100% of the time;
- This position requires repetitive motion of hands/wrists up to 100% of the time;
- Must be able to manipulate small materials including labels, and general office tools;
- Specific vision abilities for this job include close vision and ability to adjust focus;

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Employee Signature

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Date