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| | GRADE: 36 | CLASS CODE: 1025 |
| DEPARTMENT: | Public Services / Courier | |
| FLSA STATUS: | Non-Exempt | |
| UNION STATUS: | Represented | |
| REVISED DATE: | October 25, 2019 | |

Summary: Assists in ensuring the delivery of high quality library services to the local community. Under direct supervision, performs routine manual work and a variety of basic clerical functions for area of assignment within the Timberland Regional Library.

Reporting Relationships and Team Work: Reports to an Operations Supervisor, Library Manager, or Department Supervisor.

Essential Duties and Responsibilities:

Class specifications are intended to provide a descriptive list illustrative of the range of duties performed by employees in the class. 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.

May be assigned any of the following duties:

1. Processes, sorts, organizes, and shelves assigned library materials.
2. Monitors and empties book drops; returns books to circulation area for processing. Locates, pulls, and processes library materials requested by library patrons.
3. Prepares magazines, newspapers, and/or other library items for shelving. Identifies, pulls, and deletes out of date magazines from the library collection. Conducts searches and pulls claims return, missing, and transit list items.
4. Prepares and packages library materials for mailing and/or delivery by courier. May process, distribute, and/or deliver library mail to the post office.
5. Performs daily shelf reading and maintains assigned library sections. Monitors, arranges, straightens, and shifts library materials.
6. Assists in repairing, cleaning, replacing, or culling damaged/soiled library items as assigned.
7. Responds to general inquiries and provides assistance to library patrons.



8. Participates and assists with setting up library programs as assigned. Provides assistance in maintaining library facilities and equipment including straightening tables/chairs, cleaning computer equipment, and refilling copiers and printers with paper.
9. May perform library opening and closing duties as required.
10. Performs other duties as assigned or required.

Education and Experience:

Some High School or an equivalent combination of training and experience.

Licenses, Certifications, and Special Requirements:

- Must have a valid Washington State driver's license and an acceptable driving record, OR must be able to provide own transportation to and from job, meetings, and related job sites.
- Must pass and maintain a criminal background check.
- The ability to work evenings and weekends and to adapt to schedule changes on short notice.

Core Skills and Qualities:

Complete definitions are included on the TRL evaluation form. Employees are expected to demonstrate the following qualities at all times:

- Demonstrate quality customer service to serve as an adequate resource to employees.
- Communicate effectively.
- Exhibit reliability and dependability.
- Demonstrate a positive attitude and flexibility.
- Work well with others, show respect, contribute to the team.
- Demonstrate library values of service, integrity, collaboration and community focus.
- Demonstrate leadership in handling multiple tasks.

Required Knowledge, Skills, and Abilities:

Employees are expected to perform or possess the following:

- Knowledge of basic library terminology, practices, services, processes, policies and procedures.
- Able to process and shelve library materials.
- General office equipment and standard computer software applications.
- Customer service standards and procedures.
- Performing a variety of general clerical library functions.
- Providing backup assistance and performing a variety of basic circulation desk duties.



- Filing numerically and alphabetically.
- Maintaining assigned library materials and equipment.
- Establishing and maintaining effective working relationships with library staff, volunteers, patrons, and the general public.

Technology Requirements:

- Basic use of office equipment, including but not limited to Personal Computer and related software packages to perform advanced analysis, information retrieval and tracking.
- Keyboard and alpha/numeric data entry skills
- PC navigation skills in a Windows-based environment; ability to connect and print
- Ability to navigate, search and use web functions and software applications (i.e., time and attendance systems, performance reviews)
- Microsoft Office Suite skills (e.g., Outlook, Word, Excel) to satisfactorily complete job responsibilities

Technology Desired:

- SharePoint

Physical and Environmental Conditions:

- Work is performed in a standard office environment, as well as a library environment and involves regular contact with the public.
- Subject to sitting, standing, walking, bending, reaching and lifting objects up to 40 pounds.
- Must be able to push/pull library carts and lift/carry library materials.
- May be exposed to potentially intimidating and/or unreceptive members of the public.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions with this job.

This and all TRL positions are subject to transfer, based on library need.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job. Timberland Regional Library is an Equal Opportunity Employer.