

# Arapahoe Library District

## Job Posting

### Material Handler I

Req: SH-10212009

**Location:** Sheridan Library, 3201 West Oxford Street, Sheridan, CO 80236.

**Starting Wage:** Starting at \$9.34 per hour.

**Hours:** 13-hour, part-time position. Must be able to work during the following hours:

Tuesdays	3 p.m. - 6 p.m.
Wednesdays	8:30 a.m. - 12:30 p.m.
Thursdays	3 p.m. - 6 p.m.
Fridays	3 p.m. - 6 p.m.

**Role:**

Processes and shelves returned library materials.

**Major Duties and Responsibilities:**

- 40% RETURNED LIBRARY MATERIALS - Processes returned library materials by emptying the book drop and courier bins, and loading onto carts in a rough sort order in order to make materials ready for check in. Checks in returned materials by scanning the bar code and sorting the materials in order to route the materials to their proper location. Shelves library materials by placing them in numerical or alphabetical order in appropriate sections in order to return materials to the library shelves for circulation.
- 25% COLLECTION MAINTENANCE - Assists in the maintenance and merchandising of the collection by shelf reading and shelf shifting in order to ensure that materials are easily accessible to be checked out by patrons, by displaying materials according to assigned sections in order to make collection attractive to readers, and by examining the item condition and assigning materials with a proper status in order to ensure appropriate status of library materials in the library database. Searches for materials using system-generated lists by locating and tracking materials in order to determine missing status of materials. Tracks and processes the receipt of periodicals by weeding, routing magazines and newspapers on a regular basis in order to keep periodicals current.
- 20% MATERIALS SEARCH - Searches for requested materials by using paging lists, changing the status of missing materials in the library database, troubleshooting or requesting assistance for requested materials not found on shelves in order to satisfy patron request.
- 15% MONITOR HOLDSHELF - Performs activities of the holdshelf by fulfilling patron-requested holds, and routing expired hold materials to their appropriate location using computer-generated lists in order to maintain the holdshelf.

**Expectations:**

1. CUSTOMER RELATIONS – Outstanding and personalized customer service.
2. RETURNED LIBRARY MATERIALS - Effective and efficient processing of returned materials.
3. COLLECTION MAINTENANCE - Effective maintenance of collection materials.
4. MATERIALS SEARCH - Effective and efficient search for materials.

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5. MONITOR HOLDSHELF - Effective and efficient monitoring of holdshelf.

#### **Qualifications:**

Experience: Up to six months of similar or related experience.

No degree required.

**Must be at least 16 years of age.**

Ability to sort and file alphabetically and numerically, required.

Technology and Filing skills, including intermediate assessment scores for Internet Explorer, Outlook, and Filing, preferred.

Able to stand and walk up to 75% of the shift, bend and stretch without limitation, kneel, and, reach with hands and arms. Ability to lift up to 35 pounds, unassisted, regularly, and up to 50 pounds, assisted, occasionally. Ability to push a loaded wheeled book truck weighing up to 100 pounds.

#### **Other Qualifications:**

Committed to provide outstanding and personalized customer service to patrons, coworkers and customers.

Be able to demonstrate emotional intelligence, including self-regard, emotional self-awareness, assertiveness, independence, self actualization, empathy, social responsibility, interpersonal relationship, stress tolerance, impulse control, reality testing, flexibility, problem solving, optimism, and happiness.

Ability to focus on the customer, show integrity, be inclusive, enjoy learning and have fun.

In order to verify the qualifications and backgrounds of individuals before being hired into positions at Arapahoe Library District, the Human Resources Department will conduct pre-employment background investigations on final candidate(s).

**APPLY ONLINE** at [www.arapahoelibraries.org](http://www.arapahoelibraries.org). Click on the "About Us" section, then the "Jobs @ the Library" link. Select the job in which you are interested. You may also attach a resume or cover letter with your application. Questions? Contact the HR department at 303-Library, ext. 19501.  
th your application.