

**CHELTENHAM TOWNSHIP LIBRARY SYSTEM
JOB DESCRIPTION**

DATE: June, 2009

POSITION TITLE: Materials Sorter

FLSA STATUS: Non-Exempt

REPORTS TO: Head Librarian, Elkins Park

PAY GRADE:

JOB SUMMARY:

Receives, sorts and packs library materials to delivery between branches and the District Center in Norristown and ensures the smooth flow of library materials between customers and libraries.

ESSENTIAL FUNCTIONS:

- Unpacks, sorts and sends library materials to delivery destination.
- Scans library materials and contacts customer by phone.
- Prepares interlibrary loan materials for pick up.
- Answers phones.
- Requisitions supplies.
- Maintains safety and neatness of delivery sorting area.
- Assists with shelving as necessary.

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

High School Diploma or GED.

- Knowledgeable in the use of a computer.
- Knowledge of various types of office equipment.
- Ability to communicate well both verbally and in writing.
- Ability to organize tasks and work area.
- Ability to respond to verbal directions and meet deadlines.
- Ability to manipulate material handling equipment, such as hand trucks.
- Accuracy and attention to detail.
- Ability to adapt to change.

- Ability to work in an ergonomically safe manner.

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PHYSICAL DEMANDS:

While performing the duties of this job the employee is required to:

- Regularly use hands for fine motor skills, such as keyboarding or sorting.
- Regularly reach with hands and arms; bend and kneel; talk or hear.
- Frequently stands, walks, or sits.
- Regularly lift and/or move up to 25 pounds and occasionally up to 45 pounds.

WORK ENVIRONMENT:

While performing the duties of this job the employee will deal with a broad range of customer personalities and a variety of work environments.

DISCLAIMER:

This job description indicates the general nature and level of work expected by the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

Approvals:

President & CEO: _____ **Date:** _____

EMPLOYEE ACKNOWLEDGEMENT:

I hereby certify that I have read and understand my position description. In addition, I accept the responsibility of this position and acknowledge that I have received a copy of my position description. I also acknowledge that I may be required to work at another CTLS location as needed and that I may be required to participate in evening or weekend activities.

Employee: _____ Date: _____