St. Joseph County Public Library
Job Requirements / Abilities

Position Number: 30-67.1-3
Position Title: Materials Handler (Part-time)
Level/Unit: FLSA Status: Non Exempt
Beginning Pay: $8.65 - $10.17 hourly
Pay Range: $8.65 - $11.68 hourly
Agency: Technical Services
Location: Main Library, 304 S. Main, South Bend, IN 46601

Education:
● High school diploma or equivalent desirable but not required.
● Library experience preferred.

Hours:
● Required to work 10-19 hour work week. May be required to work up to two evenings and variable Saturdays. Supervisor arranges work schedule.
● Work the specified number of Sundays per calendar year.
● Required to adapt to a flexible schedule as arranged by the Materials Handling Supervisor to meet scheduling needs.

Requirements:
● Dependability, punctuality, good attendance and work habits.
● A thorough comprehension of alphabetical and numerical sequences.
● Follow instructions, be accurate and pay attention to details.
● Standing and walking (no sit down work).
● Good vision to read labels on books and materials.
● Excellent customer service manner.
● Physical agility and strength to bend, reach, lift, and move library materials (up to 50 lbs.) and to stand for long periods of time.
● Willing to work at or transfer to other service areas or branches.
● Accept and manage change.
● Maintain patron and staff confidentiality.

Drug testing and criminal history record check are required as a condition of employment. Any offer of employment is subject to the applicant passing a drug-screening test and criminal history record check.

Ability to:
● Work with minimum supervision and reach and maintain a high level of productivity.
● Form and maintain excellent working relationships with staff at all levels.
● Maintain composure and overcome stress in any situation.
● Exercise initiative, be enthusiastic, creative, flexible, energetic, value diversity, and possess a sense of humor.
● Learn the Library’s self-check and return technology.

To Apply:
Fill out an employment application at the Main Library, 304 S. Main, downtown, South Bend at the Administrative Offices (Human Resources), third floor, between 10:00 a.m. and 4:00 p.m. weekdays.

The St. Joseph County Public Library is an Equal Opportunity and E-Verify Employer
(Open until filled)
(See Reverse Side)
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MAI: Agency: Technical Services
Location: Main Library, 304 S. Main, South Bend, IN 46601

Under the direct supervision of the Materials Handling Supervisor, the Materials Handler will:

Essential Job Duties:
1. Induct to sorter; organize onto carts; and shelve returned library material. Sort and pack material for Branch delivery.
2. Generate paging lists, gather listed items, and process materials for fulfillment.
3. Keep material in correct sequence. Re-shelve out of place library material.
4. Maintain neatness on shelves and in public and staff work areas, including, but not limited to items found on floors, tables, and display areas.
5. Shift books and other library materials when necessary.
6. Perform other related duties as assigned.