



Illinois Heartland Library System

Position Title: **Sorter**

FLSA: Non-exempt

Location: All

Employee Type: Part-time

Pay Type: Hourly

Fiscal Classification: Support Services

Salary Grade: 1

Summary:

The Sorter is a part-time position. The primary role of the Sorter is to assist in the daily sorting of books and other library materials transported by IHLS courier drivers. Other responsibilities include assisting in the preparation of the delivery tubs and bags, shelving IHLS books, delivering library materials to IHLS staff, and performing other clerical duties.

Essential Duties & Responsibilities:

- Assist in the sort and routing of books and other library materials.
- Performing some automated circulation tasks such as the charge and discharge of library materials.
- Place notices, memoranda, and other miscellaneous papers in the appropriate library's delivery container
- Shelf IHLS books.
- Repackage materials for distribution to member libraries
- Prepare delivery tubs and bags (containers) for use by courier drivers.
- Setting up routes for loading
- Assist in the periodic re-arrangement of the delivery area.
- Perform copying, collating, binding, laminating or other services that may require the use of production equipment.
- Work with IHLS staff on special projects.
- Develop constructive and cooperative working relationships with IHLS staff.
- Use professional communication.

Supervised by: Operations Manager

Supervises: None

Minimum Education and Experience:

- Student in High School or high school graduate or GED.
- Experience working in a library is a plus.

Licenses or Certifications Required: None

Knowledge, Skills, and Abilities Required:

- Ability to read and recognize library names and codes
- Ability to sort books and library materials based on established location codes.
- Ability to frequently lift tubs of books and other library materials.

- Good working knowledge of personal computer usage including use of the Internet and Microsoft Word. Ability to use Excel is helpful.
- Ability to work in an organization that embraces customer service.
- Ability to organize time and on occasion, work independently.

Sorter (continued)

- Ability to establish and maintain effective working relationships with IHLS staff.
- Display professional business attitude with a pleasant demeanor while working in a customer service oriented organization.

Working Conditions:

Work is usually performed in a normal office environment.

Telecommuting:

This position does not allow for telecommuting.

Physical Effort:

This is an active position that requires a more than usual amount of standing, walking, reaching, pushing and grasping. Also requires stooping or crouching, climbing, stooping, kneeling, crawling, balancing, hearing and talking.

Requires the ability to exert up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, including but not limited to, books, tubs or bags of library materials.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet.

Manual dexterity to input data on a keyboard.

This job description is not intended to imply that the duties identified above are the only duties to be performed by employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Employee Signature

Date

Supervisor (Print Name)

Supervisor Signature

Date

Approved June 2012
Revised June 2014
Revised May 2016