



Illinois Heartland Library System

Job Description

Position Title: **Lead Sorter**

FLSA: Non-Exempt

Location: All

Employee Type: Part-time or Full-time

Pay Type: Hourly

Financial Classification: Support Services

Salary Grade: 4

Summary:

The primary role of the Lead Sorter is to oversee the production of the Sorting team. Other responsibilities include assisting in the daily sorting of books and other library materials transported by IHLS courier drivers, 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:

Administrative Duties:

- Contribute to writing standard operating procedures (SOPs) for sorting tasks.
- Develop constructive, cooperative, and professional communication with all IHLS staff.
- Ability to punch in and out, recording actual time worked, edit and approve your timecard on time and with accuracy using the payroll system.
- Collecting sorting statistics and providing them to the Operations Manager.
- Ensuring that the sorting area is stocked with materials necessary for the sorting process.
- Perform copying, collating, binding, laminating or other services that may require the use of production equipment.
- Work with IHLS staff on special projects.

Safety Responsibilities:

- Use proper handling and lifting of tubs, following IHLS safety protocols.
- Ensure that tubs do not exceed the fill line so weight requirements can be maintained to avoid injury of all those handling tubs.
- Ensure the sorting area is kept organized, clean, and safe throughout the shift, following safety guidelines.

Sorting Operation Responsibilities:

- Act as a liaison for Sorting team members and oversee the production of the Sorting team.
- Assist with onboarding and training new sorters in proper sorting procedures and the use of equipment.
- Create sorter schedules, to ensure items are sorted within the required timeframe to meet

Lead Sorter (continued)

delivery obligations.

- Operate, monitor, identify, and troubleshoot common technical issues within the automated materials handling system (AMHS).
- Follow guidance from the AMHS support hotline to perform basic diagnostics and system resets.
- Track and document AMHS error codes, system alerts, and repair steps taken for reporting and follow-up.
- Participate in regular maintenance checks and inspections for the AMHS as assigned.
- Communicate daily progress to the supervisor.
- Assist in the sorting 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.
- 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.

Supervised by: Operations Manager, Operations Coordinator

Supervises: None

Licenses or Certifications Required: None.

Knowledge, Skills, and Abilities:

- Ability to work as part of a team or independently.
- Ability to be detail-oriented.
- Ability to frequently lift up to 40-pound tubs of books and other library materials.
- Knowledge of how to use a personal computer and general knowledge of Microsoft Office programs.
- Ability to work in an organization that embraces customer service
- Ability to use time management skills for completion of sorting, projects and meet deadlines as assigned. 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.
- Ability to sort, read, and recognize library names and location codes.

Education and Experience:

- High school graduate or GED.
- Experience working in a library environment or a distribution center.

Working Conditions:

Work is usually performed in an office or distribution center environment.

Remote Work: Remote work within Illinois is not available

Physical Requirements:

- This position requires repetitive use of arms and legs and moving the whole body such as standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping,

Lead Sorter (continued)

hearing, and talking.

- Requires ability to shelve materials up to a height of 6 feet and/or bending to ground-level while sorting items by library code.
- Requires the ability to exert up to 40 pounds of force frequently to lift, carry, push, pull or otherwise move objects, including but not limited to tubs of books and other library materials.
- As part of your responsibilities, you will need to transport tubs containing books and other materials weighing up to 40 pounds. This involves moving the tubs approximately 50 feet. On an average day, you'll handle 50 tubs, each of which needs to be sorted and moved four times at various locations within the sorting areas.
- Ability to effectively use a computer and check emails.
- 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.

The duties listed above are not all-inclusive. Employees may be required to perform other job-related duties as requested, in accordance with state and federal law.

If you require assistance or accommodation to apply for this position, please contact the Human Resources Director at hr@illinoisheartland.org or 217.689.0999. IHLS is an Equal Opportunity Employer and is committed to providing reasonable accommodations to qualified individuals with disabilities.

Employee Signature

Date

Supervisor Signature

Date

Revised June 2025