



Illinois Heartland Library System

Job Description

Position Title: Sorter

FLSA: Non-exempt

Location: All

Employee Type: Part-time

Pay Type: Hourly

Fiscal Classification: Support Services

Salary Grade: 1

Summary:

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, and performing other clerical duties.

Essential Duties & Responsibilities:

- Assist in the sorting and routing of books and other library materials.
- Place notices, memoranda, and other miscellaneous papers in the appropriate library delivery container
- Repackage materials for distribution to member libraries.
- Prepare delivery tubs and bags 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.
- Develop constructive and cooperative working relationships with IHLS staff.
- Use professional communication.
- Develop and maintain shelf labels to facilitate the delivery of library materials.
- Sorting and preparation of Illinois Library Delivery Service (ILDS) materials.
- Any duties, as assigned.

Supervised by: Operations Manager/Area Manager

Supervises: None

Minimum Education and Experience:

- High school students (with approved IHLS work force program).
- Experience working in a library is preferred.

Licenses or Certifications Required: None

Knowledge, Skills, and Abilities Required:

- Ability to sort, read, and recognize library names and location codes.
- 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.

Sorter (continued)

- Ability to use time management and on occasion work independently.
- Ability to be detail oriented.
- Use professional communication.
- 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 an office and distribution center environment.

Telecommuting:

This position does not allow for telecommuting.

Physical Requirements:

- This position requires a repetitive use of arms and legs and moving the whole body such as standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, 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, 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.
- Required to carry tubs of books and other materials up to 40 pounds approximately 50 feet.
- Ability to effectively use a computer and check emails.

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
Revised April 2021