



## Employment Opportunity

### Library Materials Processor – 28 hours per week

Central Services Location, St. Peters, MO

The St. Charles City-County Library District is a dynamic place to visit...and to work. We are seeking a part time Library Materials Processor to work at our Central Services location. If you are able to provide attention to small details, have strong organizational skills and have a passion for assisting internal customers, this is an opportunity for you.

The Library Materials Processor is an important member of the Library Technical Services Team. As a Library Materials Processor you would perform a variety of processing tasks on materials such as preparing and applying labels to books and audiovisual materials, assembling and labeling book discussion kits, and preparing a cake pan for circulation.

#### Skills needed for this job are:

- Knowledge of general library operations
- Excellent written and verbal communication skills
- Strong customer service attitude with ability to positively interact with Library staff
- Attention to detail, strong organizational skills and ability to perform duties quickly and accurately
- Ability to adapt to change and willingness to learn new things
- Intermediate level of office and computer skills

Part time employees enjoy a partial benefit package that includes paid time off and a Deferred Compensation plan with employer match. Payrate is \$12.00 per hour

**Schedule:** *Monday through Thursday 8:30am-4:00pm*

Advertised schedule may change based on the operational needs of the Branch. Applicants should have some flexibility in their schedules to accommodate schedule changes as needed.

Our eleven library branches serve all residents of St. Charles County by providing a robust collection of materials, many classes and events, and superior customer experiences! Every day we get to live our mission: to inspire, to inform, and to enhance connections across St. Charles County. The future looks bright - join us!

For priority consideration, submit a cover letter and resume along with completed [SCCCL Application](#) by **Monday, November 21, 2022**. Application materials can be emailed to [jobs@stchlibrary.org](mailto:jobs@stchlibrary.org), or mailed to SCCCL, Human Resources Department., P.O. Box 529, St. Peters, MO 63376. Applications will be accepted until position is filled or an acceptable number of qualified candidates have been received.

We appreciate your interest in the Library District, but due to the high volume of responses, we may only be able to contact those applicants that we wish to interview.

The St. Charles City-County Library is committed to diversity and inclusion. The Library provides equal employment opportunities to all applicants without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, disability, or military status.

11/11/22-11/21/22

**Please see the following job description for more information.**

**Description Number:** 061  
**Position Title:** Library Materials Processor  
**Salary Grade:** 6  
**FLSA Classification:** Nonexempt  
**Reports To:** Technical Services Manager  
**Revision Date:** 08.08.2022

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### **Position Summary**

Perform a variety of processing tasks within the Technical Services Department to move materials to our customers as quickly and accurately as possible. Process the daily delivery of items into the department and scan, sort and fill reserves for the Library using the Library's Integrated Library System. Promptly respond to and fill branch staff requests for additional supplies. Receive specific direction and training regarding all aspects of the position and then carry out tasks with minimal supervision.

### **Essential Functions**

1. Process all library materials for use by the Library.
2. Accurately fill reserves and route materials to appropriate locations.
3. Scan all items using the Library's Integrated Library System.
4. Transfer and re-label materials moving from branch to branch.
5. Prepare and mail weekly overdue notices. Requires operation of the postage meter.
6. Place reserves on items needed for duplication.
7. Laminate forms and book covers as needed.

### **Duties**

1. Apply labels and book covers, change out AV cases and prepare cover art, create Book Club to Go kits, and other processing tasks.
2. Keep inventory of supplies for Technical Services, requisitioning stock when needed.
3. Prepare replacement barcode, book and spine labels upon request.
4. Review audio media items for possible replacement disks from a variety of vendors.
5. Change status of materials in Integrated Library System.
6. Accomplish additional projects or clerical tasks as needed.
7. Unpack and pack bins and boxes for delivery.

### **Skills**

1. Knowledge of general library operations.
2. Comfortable with technology and able to utilize a CD, DVD, and Blu-ray player, label and receipt printer, phone, postage meter and computer.
3. Basic computer literacy with documents and spreadsheets.
4. Ability to accurately use the Library's Integrated Library System (following initial training).
5. Organized and detail-oriented.
6. Exercise resourcefulness to achieve departmental goals.

### **Essential Physical Abilities** - Accomplished with or without reasonable accommodation.

1. Ability to lift materials weighing up to 30 lbs.
2. Ability to push book carts weighing up to 75 lbs.
3. Ability to complete tasks while sitting at a desk for extended periods of time.
4. Ability to perform repetitive movements with hands and arms.
5. Ability to reach high or low to return materials to shelves
6. Sufficient clarity of speech and hearing to communicate well with staff.
7. Sufficient vision to process library materials.

**Education and Experience**

1. High school diploma or equivalent required.
2. Some college coursework preferred.
3. Previous work experience in a library-related field is helpful.

The job description is not intended to be all-inclusive. Employees may perform other related duties as required to meet the ongoing needs of the Library.