



Revised 4/2021

JOB TITLE		DEPARTMENT	JOB LEVEL
Material Handler		Circulation	II
CLASSIFICATION	REPORTS TO	SUPERVISES	
Non-Exempt	Head of Circulation	n/a	

JOB PURPOSE: To shelve library materials & perform routine duties throughout the library.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Emptying book drops and automated material handler.
- Sorting and preparing returned material to be shelved.
- Reshelving and maintaining an assigned section of materials in the collection.
- Performing interdepartmental delivery of popular material.
- Assist with shifting collections as needed.
- Update item records in the computer database.
- Performs miscellaneous copying and other clerical tasks.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of all aspects of the duties that are performed by Material Handlers.
- Familiarity with the Dewey Decimal Classification System.
- Ability to work with the public and staff in a courteous and professional manner.
- Strict attention to detail to perform duties with a high level of accuracy.
- Knowledge of common office equipment and relevant computer software for daily tasks, communication and to maintain workflow.
- Ability to exercise good judgment.
- Ability to work independently and collaboratively as part of a team.
- Ability to maintain concentration.
- Handle quickly and efficiently a variety of duties in the proper order of priority.

PREFERRED:

- Knowledge of basic library organization.
- Familiarity with Operating Systems Windows 10 and Microsoft Office Suite.

WILL TEACH: Circulation policies/procedures and Library routines.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

- Ability to read, write and communicate effectively
- Ability to hear, comprehend and respond to staff and the public.
- Ability to read call numbers, and barcode labels.
- Ability to operate technology, including computers.
- Ability to lift and carry items weighing up to 40 pounds.
- Ability to walk distances of more than 100 feet within the building.
- Ability to lift books weighing up to 15 pounds each.
- Ability to push heavy carts of books weighing up to 250 pounds.
- Ability to sit or stand for extended periods of time during work period.
- Ability to bend and stoop to reach lower areas.
- Ability to work scheduled hours, which may include days, evenings, and weekends, and meet general attendance requirements.

The Elmhurst Public Library is an Equal Opportunity Employer.

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities and essential functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the Library's operational demands.

Employee's Signature

Date