

DISTRIBUTION CENTER ASSOCIATE

(Range 116)

DEFINITION

Performs a variety of work in support of the operation of the Distribution Center.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Distribution Center Librarian.

Exercises general supervision over subordinate Distribution Center staff.

RESPONSIBILITIES:

Essential and marginal functions and responsibilities may include, but are not limited to the following:

1. Assists Distribution Center Librarian in the operation of the Distribution Center.
2. Assists with various collection maintenance and materials related projects, to include organization, availability, access to, and distribution of materials housed in the Distribution Center.
3. Assists with collection development activities including weeding, review of incoming items, and ongoing evaluation of the Distribution Center's collection to ensure its continued relevancy and usability.
4. Receives, shelves, retrieves, sorts and/or distributes library materials.
5. Keeps abreast of library materials needs, trends, and issues that impact collection development District-wide.
6. Works independently and provides departmental coverage.
7. Operates automated materials handling system to receive and distribute various library materials.
8. Interacts in person, over the telephone and via email with District-wide staff and management and other libraries.
9. Performs shelf checks to ensure continuing physical maintenance and proper location of library materials within the Distribution Center.
10. Maintains and utilizes knowledge of integrated library systems and collection development tools.
11. Prepares, submits, and summarizes various routine and non-routine reports.
12. Utilizes personal computers, integrated library systems, the Internet, e-mail, and online tools and resources.
13. Pushes loaded book carts through stacks.
14. Receives, empties, and loads boxes and courier bins of library materials.

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15. Attends or conducts district, branch, and other miscellaneous meetings and training sessions at various meeting sites throughout the District.
16. Performs basic maintenance or repair on library equipment.
17. Maintains a safe environment for staff.

Marginal Functions:

1. Lifts, pulls, and pushes bins, boxes, and carts of materials in a warehouse setting.
2. Utilizes library sorting machine in a non-public setting.
3. Performs related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic public library principles, practices, and techniques.
2. Library District collection development policies and weeding practices.
3. Current literature, trends, and developments especially those pertaining to library materials and collections.
4. Automated library systems, on-line tools and resources, and the Internet.
5. Library District policies and procedures.
6. Library District terminology and functions.
7. Correct English usage, spelling, punctuation, and grammar.

Ability to:

1. Establish and maintain effective working relationships with those contacted during the course of work.
2. Work quickly and accurately.
3. Work independently and as part of a team.
4. Plan and organize work assignments for accurate and efficient results.
5. Accept and manage change and maintain flexibility.
6. Communicate clearly and concisely, both orally and in writing.
7. Exercise good judgement and make sound decisions.
8. Understand and follow oral and written instructions.
9. Ability to maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:
--standing, walking, or sitting for extended periods of time;

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- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

10. Maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skilled in:

1. The use of personal computers and associated software.
2. The use of automated library systems.
3. The use of library and general office equipment.

Training and Experience:

Bachelor's degree required. Computer experience required; one (1) year library experience required; collection management experience preferred; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills, and abilities.

License, Certificate, or Requirements:

Possess, or have the ability to obtain, a valid Nevada Driver's License at the time of hire.

Physical Requirements:

Essential and marginal functions involve frequent walking, standing, bending, reaching, stooping, and lifting or carrying moderately heavy (20-50 pounds) items and occasionally very heavy (100 pounds or over) items; pushing loaded, wheeled hand trucks and book carts of very heavy weight (100-150 pounds); and/or the operation of office equipment or keyboard, in which manipulative skills and hand-eye coordination are important ingredients of safe and/or productive operations.

Tasks require sound perception, visual perception, color perception, and oral communications ability.

Environmental Requirements

Tasks are performed with infrequent exposure to adverse environmental conditions.

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FLSA:	NON-EXEMPT
CBA:	NA
DEVELOPED:	JANUARY 22, 2016
REVISED:	MARCH 13, 2018