



JOB DESCRIPTION – LAS VEGAS-CLARK COUNTY LIBRARY DISTRICT

JOB TITLE: Distribution Center Associate

EXEMPTION STATUS: Non-exempt

JOB CATEGORY: Service Workers

BARGAINING UNIT: Non-supervisory

GENERAL SUMMARY:

Performs a variety of work in support of the operation of the Distribution Center. Receives direct supervision from the Distribution Center Manager. Exercises general supervision over subordinate Distribution Center staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists with various collection maintenance and materials related projects, to include organization, availability, access to, and distribution of materials housed in the Distribution Center.
2. 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.
3. Receives, shelves, retrieves, sorts and/or distributes library materials.
4. Keeps abreast of library materials needs, trends, and issues that impact collection development District-wide.
5. Maintains and utilizes knowledge of integrated library systems and collection development tools.
6. Operates automated materials handling system and library sorting machine to receive and distribute various library materials.
7. Interacts in person, over the telephone and via email with District-wide staff and management and other libraries.
8. Performs shelf checks to ensure continuing physical maintenance and proper location of library materials within the Distribution Center.
9. Prepares, submits, and summarizes various routine and non-routine reports.
10. Pushes loaded book carts through stacks; receives, empties, and loads boxes and courier bins of library materials; performs basic maintenance or repair on library

equipment. Lifts, pulls, and pushes bins, boxes, and carts of materials in a warehouse setting.

11. Performs other duties as assigned.

CORE COMPETENCIES:

- Customer Service
- MS Word & Excel (Basic)
- Integrated Library Systems (ILS)
- Record Keeping
- Postal Packaging, Processing, and Distribution

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

• **EDUCATION:**

Required: Bachelor's Degree.

Preferred: N/A

• **EXPERIENCE:**

Required: One (1) year of library experience.

Preferred: Collection management experience.

• **License or Certification:**

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

Preferred: N/A

- **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.

ADDITIONAL KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of Library ILS search procedures and practices.
- Knowledge of current literature, trends, and developments especially those pertaining to library materials and collections.
- Ability to establish and maintain effective working relationships with those contacted during the course of work.
- Ability to work quickly and accurately, independently and as part of a team.

- Ability to plan and organize work assignments for accurate and efficient results.
- Ability to accept and manage change and maintain flexibility.
- Ability to communicate clearly and concisely, both orally and in writing.

DEVELOPED: January 22, 2016

UPDATED: March 13, 2018