



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Collection Processing Specialist I
Reports To: Collection Processing Manager
Division: Collection Services and Development

Position Code.: 1157-102
Classification/Cat: Non-exempt/3
Safety Sensitive: No
Date: 04/2026

JOB SUMMARY:

Under general supervision, uses the computer system to link Radio Frequency Identification (RFID) tags to barcode information on materials and to route system reserves; uses automated materials handling (AMH) equipment to sort new and circulated materials for delivery to system libraries and departments; assists in receiving, sorting, and distributing interoffice and U.S. mail to Service Center departments

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Uses computer system to link RFID tags to barcode information and materials; follows established procedure to fill system reserves.
- Follows established procedures to process incoming deliveries of library materials, sort library materials using the AMH equipment, and prepare outgoing deliveries of library materials for pick-up by delivery drivers.
- Assists in receiving, sorting, and distributing in-house and U.S. mail for the departments housed in the Service Center.
- Ensures proper placement for pick-up of all outgoing non-materials deliveries as instructed.
- Prepares newly cataloged materials for processing.
- Assists other Collection Services and Development departments as needed.
- Performs other basic processing support tasks as assigned.
- Completes all required and assigned training as scheduled.
- Provides prompt, professional, and respectful service to internal and external guests by anticipating needs, resolving concerns, and delivering positive experiences consistent with organizational values.
- Champions the library's strategic priorities with the system's vision and values in mind.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Embraces and advances the core professional values of intellectual freedom, ethical conduct, user privacy, and access to information.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- This position is not required to travel to other library locations.

INTERACTION:

- Interaction with all levels of staff and library partners.

MATERIAL AND EQUIPMENT USED:

- Automated Materials Handling (AMH) Equipment
- Computer(s)/Printer(s)
- General Office Equipment
- Vertical Lift Storage System

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- High School diploma or GED

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Basic library practices, policies, and operations.
- All computer applications and hardware related to the performance of the essential functions of the job.

Skill in:

- Organizing work and following up on assignments with a minimum of direction.
- Communicating clearly and effectively with others.
- Interpersonal skills necessary to be courteous of fellow employees and library partners.
- Using tact, discretion, initiative, and independent judgment within established guidelines.

Mental and Physical Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to adapt to changing priorities and technology and to work smoothly and cooperatively on a variety of procedures.
- While performing the essential functions of this job the employee is frequently required to move from place to place, handle or feel, reach, climb or balance, stoop, bend, kneel, crouch, crawl, speak and hear and continuously lift and/or move up to 50 pounds.
- While performing the essential functions of the job the employee is required to push and/or pull exerting 25 to 50 pounds of force regularly, and/or 10 to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 50 pounds. Lifting/moving items weighing more than 50 pounds requires use of a lifting device or a team of two or more employees.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORK ENVIRONMENT:

- Works in a normal office environment with some exposure to hazards by the handling of bins, trays, or boxes of library materials, where no control can be exercised over size and weight.
- Working conditions are typically moderately quiet.

SUMMARY STATEMENT:

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as the accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.