**JOB TITLE: WVLS Sorter (Part-Time; Non-Exempt)**

**CLASSIFICATION and PAYGRADE: Clerical Assistant 1; Step A**

**DEFINITION**

Under the general direction and oversight of the Wisconsin Valley Library Service (WVLS) Business Manager, the WVLS Sorter supports a critical and time-sensitive service to WVLS member libraries and is responsible for accurate, neat and timely sorting and packaging of library materials, as well as unloading and loading flatbeds of bins received by/going to delivery vendor.

* Daily sorting of books and other library materials transported through the WVLS delivery service.
* Packaging delivery bins for WVLS member libraries and other public library systems according to WVLS delivery schedule.
* Communicating professionally and effectively with WVLS staff and Board of Trustees, member libraries and delivery personnel.

**GENERAL DUTIES / EXAMPLES OF WORK** *(The list below is intended to describe the general content of and major responsibilities for performance of the position. It is not intended to be an exhaustive statement of job duties or requirements. )*

* Unloads bins received through intra- and inter- system delivery networks that arrive from courier vendor on flatbeds.
* Sorts library materials received in bins and book trucks according to library and system locations.
* Prepares outgoing bins for delivery to member libraries as well as out-of-system shipments, and load bins onto flatbeds.
* Packages materials in outgoing bins in an efficient pattern to maximize space and minimize damage to content.
* Maintains statistics on incoming and outgoing delivery volumes.
* Keeps WVLS space and supplies for sorting clean and organized.
* Maintains labels for bins and other supplies for delivery.
* Works with WVLS Business Manager to create and maintain operational documentation for sorting that follow adopted standards and processes.
* Performs other activities as requested by the Business Manager and Director.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Excellent interpersonal skills and ability to foster and maintain cooperative and courteous working relationships with WVLS staff members and trustees, courier vendor personnel, and member library personnel.
* Ability to read, comprehend written instructions and quickly apply what is learned.
* Ability to sort, read, and recognize library names and locations.
* Ability to prioritize tasks.
* Ability to complete work with attention to quality, accuracy, and efficiency within a set time period (fast-paced environment).
* Independent judgement and critical thinking skills are necessary when determining how to efficiently package bins.
* Strong customer service orientation and skills.
* Ability to proactively identify and solve problems.
* Ability to perform assigned tasks with minimal supervision while also working effectively and cooperatively as a team member.
* Ability to excel in stressful situations.
* Ability to adapt to change; willingness to learn new ways of doing things.

**EDUCATION AND EXPERIENCE**

* High school education or equivalent.
* Experience working in a public library or public library system setting may be considered an asset.

**MENTAL REQUIREMENTS**

* Analytical skills: resolve novel and diverse work problems on a daily basis; identify problems and potential areas for improvement; utilize available information sources in decision making; develop feasible, realistic solutions to problems.
* Planning and organizational skills: establish methods for accomplishing goals.
* Communication skills: effectively communicate ideas and information both in written and oral forms and in Standard English; receive incoming information with sometimes erroneous statements or misuse of terminology and be able to process it and work through the conversation successfully, maintaining a positive attitude and demeanor.
* Reading ability: effectively read and understand information contained in professional resources, memoranda, reports, and bulletins.
* Mathematical ability: calculate basic arithmetic problems [addition, subtraction, multiplication, division] without the aid of a calculator.
* Time management: manage multiple projects, set priorities, and meet project and assigned deadlines.

**PHYSICAL DEMANDS**

* This position requires repetitive use of fingers, arms and legs, and moving the whole body for standing, balancing, walking, stooping, twisting, reaching, pushing, pulling and grasping.
* This position requires ability to write, talk, and hear.
* Ability to repeatedly lift bins weighing up to 40 pounds to a height of 5 feet, and occasionally lift up to 50 pounds, and to carry/move bins approximately 50 feet.
* Ability to exert force to push/pull a flatbed holding 20-25 bins.
* Ability to exert force to push/pull book trucks of library materials weighing 60-80 pounds.
* Ability to stand on one’s feet for up to 6 hours at a time.
* Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

**Work Environment**

* Heated and air-conditioned office environment.
* Noise level is usually low to moderate.
* Friendly and courteous staff and supervisors.
* Consistent and punctual attendance is required for employment.
* Flexible work schedule.

**Additional Information**

* This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.

(June 2024)