



Position Title:	Receiving Associate
Department:	Technical Services
Grade:	3
Immediate Supervisor:	Operations Manager, Technical Services & Automation

Position Summary
A non-exempt position responsible for checking in all new library material, maintaining acquisition files, and ordering supplies. Reports directly to the Manager, Database Maintenance & Automation. Part-time, approximately 14 hours per week. Schedule is subject to change.
Qualifications
<ul style="list-style-type: none"> • High school diploma • One year of work experience, public library experience preferred • Ability to sort and file alphabetically, numerically, and chronologically • Computer literacy is required • Ability to perform work with minimal supervision • Attention to detail
Essential Position Duties & Responsibilities
<ul style="list-style-type: none"> • Checks in all new materials and matches each item with printed order information • Checks item against invoice, verifies accuracy and initials • Checks in and maintains all standing orders which includes recording receipt on the master standing order list and updating Microsoft Excel; alerts Department Heads to claim titles • Counts all new items for monthly statistics and prepares monthly report • Maintains order files for all library materials • Identifies problems when materials received do not match order files • Contacts vendors for items that have been received in error • Photocopies invoices for payments • Must be able to understand and follow oral and written instructions • Must be able to type • Demonstrates skill set for position's technology competencies • Performs other duties as assigned
Physical Requirements

- Frequent sitting, moving, bending, stooping, lifting and reaching
- Must be able to bend and reach to access and move materials on upper and lower shelves
- Must be able to lift and bend to unpack boxes
- Pushing and pulling fully loaded book carts as needed
- Lifting up to 40 lbs
- Must be able to file order cards alphabetically with a high degree of accuracy
- Must have manual dexterity
- Vision for near and far

Basic Requirements for All Library Employees

- Commitment to provide excellent service to all library patrons
- Commitment to create and maintain positive working relationships with staff
- Ability to exercise good judgment at all times
- Ability to work independently and accurately with details
- Ability to communicate effectively and clearly
- Working knowledge and adherence to library policies and procedures
- Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners and copiers

Last revision: