FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: Materials Handler-Kalispell **DATE OPENED:** 06/15/20

DEPARTMENT: Library **CLOSING DATE:** 06/29/20

If you have any questions about this position vacancy, call: (406) 758 - 2197

NUMBER OF POSITIONS OPEN: 1 **BARGAINING UNIT:** Non Union

___ FULL TIME ✓ REGULAR (YEAR ROUND POSITION)

✓ PART TIME ___ SEASONAL

___ TEMPORARY

IF APPLICABLE:
TRAINING WAGE: $ _____ per

STARTING WAGE: $ 10.54 per Hour

SALARY AT:
1 YEAR STEP: $ 10.96 per Hour
2 YEAR STEP: $ 11.40 per Hour
3 YEAR STEP: $ 11.63 per Hour

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

Materials Handlers return materials to shelves, check-in materials using the automated library system, and keep items in order in the library. The tasks performed require a significant amount of lifting, bending, and stretching to carry and shelve books and other library materials. Materials Handlers work with the public in the process of shelving books and are expected to answer directional and basic readers advisory questions. Applicants must have excellent customer service skills.

20 hours/ week at ImagineIF Kalispell. Evening and weekend hours may be required.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County, MT
Range: Stnd 04
Code: 06010

LIBRARY MATERIALS HANDLER

NATURE OF WORK:

Reporting to the Circulation Supervisor, Youth Services Librarian, Adult Services Librarian or Branch Manager, the Materials Handler returns materials to shelves, checks-in materials using the automated library system, and keeps items in order in the library.

The tasks performed require a significant amount of lifting, bending, and stretching to carry and shelve books and other library materials. Tasks are performed under close supervision during a period of orientation and instruction in library work; after familiarization with work routine, duties are performed with some independence.

Employees in this classification have occasional contact with the public in the process of shelving books and are expected to answer directional and readers advisory questions. Applicants must have excellent customer service skills.

REPRESENTATIVE EXAMPLES OF WORK:

(Only major tasks are identified for most positions; refer to position description for detailed listing of duties.)

- Sorts books and other library materials; loads book truck; returns materials to proper locations; keeps items in order on the shelves
- Merchandizes materials based on current best practices
- Tidy library by ensuring that materials left on tables and desks are returned to proper location
- Straightens shelves; files alphabetically and numerically
- Checks-in library materials using the computerized integrated library system; assesses materials for damage
- Performs related work as assigned

SELECTION FACTORS: (These factors will be the basis for selecting the most qualified applicants to be interviewed. Applicants selected for employment must satisfactorily demonstrate possession of these factors during and after a prescribed probationary period for continued employment.)

Ability to:

- Learn basic check-in procedures using automated library system
- File materials alphabetically and numerically in an accurate manner
- Bend, stretch, reach, lift, and carry safely

- Learn library procedures and methods of operation
- Understand and follow detailed oral and written instructions
- Establish and maintain effective working relationships with supervisor and co-workers
- Abide by Flathead County Library System policies and procedures
- Model FCLS core values
- Work afternoon and evenings as well as Saturdays
- Remain positive and flexible in an environment of continuous change

GENERAL RECRUITMENT INDICATORS: (Person applying for a position in this class should have the following experience and/or training).

Excellent oral communication skills
Desire to work with the public
Basic computer skills

ACTION	DATE	REFERENCE
Adopted:	7/01/88	Commissioners Minutes
Revised:	11/14/05	Commissioners' Minutes
Revised:	7/26/11	Commissioners' Minutes
Revised:	7/1/14	HR Salary Recommendation Transmittal Signed 5/28/2014