



EMPLOYMENT OPPORTUNITY

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PLEASE POST

POSITION OPEN - Library Pages - Shipping Department - up to PT15 Hrs

LOCATION: The Shipping Department is located in Preston, Washington. This is not a community library.

JOB NUMBER: 2009-098

COMPENSATION: Starts at \$10.480 per hour plus prorated vacation and sick leave.

UNION REPRESENTED POSITION: Yes

CLOSING DATE: This posting will be used to create a pool of qualified applicants to fill positions in the Shipping Department as they occur. This applicant pool will close December 3, 2009.

POOL SCREENING PROCESS: Applications will be screened as they are received, and those that pass the qualifications will be placed in the pool. Early application is encouraged.

TO APPLY: Submit the following:

- Completed King County Library System (KCLS) application materials, consisting of:
 - Applicant Data Sheet
 - Applicant Work History
 - Applicant Disclosure Form
 - Applicant Notification Letter
- Supplemental questionnaire attached to this posting.
- Resume and cover letter desired

Application forms are available at any KCLS branch library, the Issaquah Service Center, or can be downloaded at <http://www.kcls.org/employment> Submit completed application materials to address below:

OUR ADDRESS: King County Library System Phone: 425-222-6757
Shipping and Receiving Fax: 425-222-6764
PO Box #398
8114 304th Avenue SE
Preston, WA 98050

Position Description:

Unpack, sort and pack items for branch shipments accurately and expeditiously. This posting will be used to fill positions in the Shipping Department.

OVER

Duties and Responsibilities:

- Sort and pack books being sent to various libraries.
- Receive and sort books being returned.
- Shelf materials.
- Maintain work areas in a neat and orderly fashion.
- Photocopy, file, discard, and support the provision of library services.
- Perform other related duties as assigned.

Qualifications:

Education/Experience:

- Some knowledge of computer functions.
- Some work experience in high-volume production environment such as warehousing, shipping/receiving, working in a mailroom or stockroom, is desired.

Ability to:

- Use interpersonal skills and to use common courtesy and tact when dealing with staff members and patrons.
- Work independently and to take initiative in completing work assignments.
- Communicate effectively with a diverse population.
- Understand and follow verbal and written instruction.
- Manage time to maximize productivity.
- Read and understand English.
- Handle the physical aspects of the job such as pushing/pulling book carts, lifting and carrying boxes of books, reaching and stooping with several books in hand, standing for long periods.
- Work accurately and efficiently.

Skill in

- Establishing priorities.
- Observing or paying attention to detail.
- Transitioning from one task to another as priorities and needs change.
- Organizing and sequencing tasks and project to maximize efficiency.
- Handling library materials properly to minimize damage.

Physical Demands:

In this assignment the employee will be working with high speed production equipment which requires above average hand-eye coordination. These positions require constant standing, walking, handling and grasping. The positions also require bending, reaching and feeling. The positions are required to push and pull 100 pound carts and lift boxes weighing up to 50 pounds.

Work Environment:

In this assignment work is performed within a high noise, high speed automated environment. Work is performed in an open workspace environment with a high volume of fast-paced team production. Work schedules available are two or three days per week. The hours of work currently available are from 8:00 am to 3:30 pm Monday and Tuesday, and from 9:00 am to 2:00 pm Wednesday, Thursday and Friday, or Saturday only from 7:30 am to 12:30 pm. Work schedules are subject to change based on organizational need. **Please indicate your work schedule preferences on the attached supplemental questionnaire.**

Please Let Us Know If You Need Any Accommodation To Apply Or Interview For This Position.

EMPLOYMENT IS CONDITIONAL, BASED ON SUCCESSFUL COMPLETION OF BACKGROUND

INQUIRY WITH THE WASHINGTON STATE PATROL. Date Posted: (9/3/09) Library Page-Shipping Pool 2009-098

**Supplemental Questionnaire
Library Pages-Shipping 2009-098**

This supplemental must be included with your application materials. Only applicants who include this information will be considered.

Name: _____

Date: _____

Answers to the questions below will be used to review your application materials as openings occur. Incorrect or missing information may result in an applicant being screened-out for a specific opening.

Physical Characteristics: These positions require constant standing, walking, close attention to detail (reading), handling and grasping. The positions also require bending, reaching and feeling. The positions are required to push and pull 100 pound carts and lift boxes weighing up to 50 pounds.

Can you (with or without reasonable accommodation) perform the physical requirements of these positions as listed above? (Circle one) Yes No

Work Schedule: (Check all that apply)

I am available to work Monday and Tuesday from 8:00am to 3:30 pm

I am available to work Wednesday, Thursday and Friday from 9:00am to 2:00 pm

I am available to work Saturday from 7:30am to 12:30 pm

I am available to work in Preston, Washington (circle one) Yes No

Please describe any type of high volume production experience you have: (i.e. warehousing, shipping/receiving, mailroom, stockroom, etc.)

I have experience in the following areas (Please check or circle any that apply):

- | | | | | |
|--------------------------|--|------------|-------------|---------------------|
| <input type="checkbox"/> | Sorting and packing books or other materials | 0-6 months | 6-12 months | more than 12 months |
| <input type="checkbox"/> | Shelving items | 0-6 months | 6-12 months | more than 12 months |
| <input type="checkbox"/> | Pushing/pulling carts | 0-6 months | 6-12 months | more than 12 months |
| <input type="checkbox"/> | Organizing and sequencing tasks | 0-6 months | 6-12 months | more than 12 months |