

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Sort Monitor**

Dept: **Shipping**

Job Code Number: **10389**

Reports to: **Assistant Manager Shipping**

Grade Number: **6, Represented**

Effective Date: **September 2007**

FLSA Status: **Non-Exempt**

General Position Summary:

Performs a variety of sortation duties on a high speed automated sorting system including ensuring accurate and efficient delivery of KCLS materials to patrons, resolving system problems and answering questions of sortation staff. This position monitors sort operations including reviewing and determining cause for rejection of items and taking appropriate actions to resolve problems. Incumbent monitors staff performance.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Addresses reject items determining cause making appropriate corrections.
2. Monitors conveyors for jams, loose collection articles and performance.
3. Resupplies totes and performs related housekeeping.
4. Sorts non-AMH collection materials.
5. Responsible for communicating KCLS policies and procedures relating to automated materials handling system to assigned lower classified page staff.
6. Directs sort staff assignments to ensure sort operation efficiency and reducing "rejected" materials.
7. Provides training to new page staff members.

Secondary Duties:

1. Perform work of lower classified staff assigned to AMH.
2. Other related duties as assigned.

Communication:

Contacts are normally made with other KCLS employees. Contacts are regularly made on the incumbent's own initiative, occasionally made at the supervisor's request, and occasionally they are initiated by a third party. Communications seldom contain confidential/sensitive information.

Initiative:

The position operates from specific and definite directions and instructions with a high level of detail and is responsible for problem solving with own work flow and processes as well as with others within department. The job involves a moderate degree of complexity. The incumbent operates independently and receives minimal supervision. The position experiences regular and recurring work situations. Decisions are made within detailed organizational policy constraints/guidelines. The job requires making high speed and instantaneous decisions and taking action within defined time constraints.

Accountability:

The position regularly encounters interruptions and some flexibility is required. It requires the ability to foresee issues associated with own work and identify future needs for supplies, equipment and resources. The position makes decisions that have impact within own work unit and the incumbent's work is monitored or checked by the supervisor occasionally. Error or delays in the incumbent's work will affect sort time, material delay and/or movement to proper branches; and information flow into the AMH and KCLS circulation operating systems may become incorrect affecting patron satisfaction with KCLS service. Organization resources under the immediate control of the incumbent include the KCLS collection materials processing.

Leadership:

The position is responsible for mentoring and training and work assignment as an assistant unit lead and is responsible for role mentoring and promoting organization values within the work unit.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED.
- Some experience within warehouse/high speed production environment, sorting, packing, shelving items, pushing/pulling carts, organizing and sequencing tasks.

Necessary Knowledge, Ability and Skills:

- Working knowledge of materials handling functions.

Ability to:

- Work accurately and efficiently.
- Manage time to maximize productivity.
- Recognize inefficiencies and suggest operational improvements.
- Assess workflow and assign work as needed.
- Understand and follow verbal and written instruction and apply standards.
- Effectively teach and train others.
- Read, speak, write and understand the English language.
- Effectively listen to subordinates and staff as part of understanding their needs and concerns.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Communicate effectively with a diverse population.
- Use good judgment and make decisions in high speed production environment.
- Use material handling equipment (hand truck, pallet jack)

Skill in:

- The use of computer software and hardware including label making, payroll entry, and e-mail.
- Communicating with staff.
- Planning workflow and related operational activities.
- Developing and training staff members.
- Effectively working in a team oriented work environment.
- Observing and paying attention to details.
- Working safely in a production/warehouse environment.
- Hand-eye coordination.

SPECIAL REQUIREMENTS

PHYSICAL DEMANDS

The position is required to push and pull up to 40 pounds and up to 160 pounds using a hand truck and to lift boxes weighing up to 40 pounds and carry up to 20 pounds. While performing the duties of this job, the employee is continuously required to stand, walk, reach, perform repetitive motions of hands/wrists/feet, bend, feel, handle, grasp, hear and reach, frequently required to talk and climb or balance, and occasionally to stoop, kneel, crouch or crawl or keyboard and rarely

required to kneel or climb. Specific vision abilities required by this job include close vision, distance, peripheral, depth and the ability to adjust focus. The position commonly uses the following list of tools and equipment: AMH sorter and conveyor, carts, hand trucks, totes, computers, label printer, phone and hand held scanner.

WORK ENVIRONMENT

This position requires constant standing, walking, heavy lifting, extensive high speed conveyor work requiring attention to detail. The shipping department is a high-volume operation involving a warehouse high production environment including noise and temperature. The work is performed in a team environment.

Advancement Possibilities: (depending on experience and education)
Library Technician Series

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
HR Manager

Drafted: 9/19/07
Final: 10/01/07