

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Section Supervisor-MDS**

Dept: **Facilities Management Services**

Reports to: **Manager – Warehouse Operations**

Effective Date: **Revised October 2020**

Job Code Number: **10385**

Grade Number: **14, Represented**

FLSA Status: **Exempt**

General Position Summary:

Supervise the activities of staff involved in sorting and distribution of materials for KCLS. Assure that materials are distributed in a timely manner. Establish and implement procedures to enhance departmental efficiency, safety, and productivity.

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. Provide leadership to MDS department staff, specifically Material Handlers and Sort Monitor, including their selection, training and development, performance evaluation, and other human resource issues.
2. Schedule staff to meet anticipated work demands and system needs. Coordinate daily activities of the unit. Assign tasks and provide instructions to the staff.
3. Develop and implement practices and procedures in support of KCLS policies and compliance with applicable state and federal safety regulations. Assure that staff members understand and adhere to established procedures and expectations.
4. Oversee daily AMH operations, training in safety guidelines, and preventative maintenance. Troubleshoot and clear errors. Resolve or report maintenance problems.
5. Respond to questions from library system staff members and resolve problems as they arise.
6. Communicate with vendors, as necessary.
7. Serve as a standing member of the KCLS Safety Committee.

Secondary Duties:

1. Provide backup to related positions as required.
2. Participate in activities such as committee work, training, staff meetings, etc.
3. Perform other related duties as assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster

equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgment

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional and Technical Knowledge

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Coaching and Counseling

Facilitates the development of other's knowledge, abilities, and skills to fulfill job and role responsibilities more effectively. Provides timely feedback, guidance, and encouragement to help others achieve better performance and goals; builds confidence of others.

Managerial Courage

Tactfully provides direct and actionable feedback in a timely manner, is open and direct but not intimidating; deals head-on with people and problems even in the most difficult situations.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Building Effective Teams

Blends people into cohesive teams that apply their diverse skills and perspectives to achieve common goals; creates and supports strong morale and a healthy work environment.

Decision Quality

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

Accountability

Holds self, direct reports, and others accountable for achieving intended outcomes; follows up and monitors progress to ensure that things stay on track; models organizational values and norms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Graduation from an accredited two-year college, plus two years of job-related experience involving automated systems, material handling and distribution.
- Classroom or on-the-job training in supervisory principles and practices desirable.

Or other combination of education, experience and training that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands to grasp objects, computers/office tasks and lift totes. Frequently required to stand and walk and reach out with hands and arms, frequent neck movements to observe workflow. Occasional bending and squatting to gather lower items. Seldom will squat and kneel/crawl to gather items or work under conveyor/belt, will also seldom climb ladders to work on crane. Up to occasional repetitive computer work for administrative tasks. The employee will seldom lift up to 40 pounds for loading totes and boxes. Will occasionally push/pull hand trucks using light force.

WORK ENVIRONMENT

Work may be performed in a variety of environments such as office, warehouse or loading dock area. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing or heavy lifting.

Advancement Possibilities:

Other supervisory/management positions

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: _____
Director of HR