

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Sort Monitor**

Dept: **Materials Distribution Services**

Reports to: **Section Supervisor – MDS**

Effective Date: **January 2021**

Job Code Number: **10389**

Grade Number: **6, Represented**

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.

Core Competencies:

**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 about differences.

**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.

### **Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and 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 better foster personal success and connections for others.

### **Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

### **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.

### **Peer Relationships**

Responds and relates well with peers/colleagues; is seen as a team player and is cooperative and collaborative; looks for common ground and solves problems for the good of all.

## **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.

## **SPECIAL REQUIREMENTS**

None.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is constantly using hands to grasp objects and lift individual books, this is seldom repetitive handling. Frequently required to stand and walk and reach out with hands and arms, frequent neck movements to observe workflow. Occasional bending and reaching down or up. Seldom will squat and kneel/crawl to gather items

or work under conveyor/belt. The employee will frequently lift/carry 1-3 pounds, seldom up to 35 pounds. Will occasionally push/pull hand trucks using light force.

## 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: \_\_\_\_\_  
Director of HR