



Illinois Heartland Library System

Position Title: ILDS (Illinois Library Delivery Services) Coordinator

FLSA: Nonexempt

Location: Champaign

Employee Type: Full-time

Pay Type: Hourly

Fiscal Classification: Support Services

Salary Grade:

Summary:

The primary role of the ILDS Coordinator is to facilitate and assist in the nightly transfer of books and other library materials via the ILDS system, collected by IHLS courier drivers at the Champaign hub or transported there by ILDS shuttle drivers. This position is also responsible for the overnight preparation of the ILDS bulk delivery baskets, tubs and bags, shelving IHLS books and items that arrive in the overnight ILDS transfer and performing various maintenance and clerical duties.

Essential Duties & Responsibilities:

- Prepare the facility for the safe and efficient transfer, in all weather conditions, of ILDS bulk deliveries and hub interconnect being transported by the ILDS shuttles.
- Pack ILDS materials in the appropriate baskets, bins and bags for distribution to ILDS hubs or ILDS member libraries.
- Coordinate, assist and organize the transfer of ILDS bulk deliveries and hub interconnect deliveries.
- Perform quality control checks before and during the transfer, to ensure accurate and orderly delivery of ILDS items.
- Observe and promote safe practices and procedures that ensure the safety of workers and prevent damage to library items or the facility.
- Sort and prepare ILDS items in delivery baskets and containers for use by courier drivers at Champaign.
- Re-arrangement of the facility after the transfer and sorting process, for use by the day shift sorters and courier drivers.
- Perform regular maintenance on equipment used for the transfer to prolong and ensure safe, efficient operation of equipment and to prevent; injury to staff, damage to library items or the facility.
- Maintain a clean, safe and efficient workspace before, during and after the transfer.
- Develop constructive and cooperative working relationships with IHLS, RAILS (Reaching Across Illinois Library System) and ILDS staff.
- Use professional communication to inform ILDS shuttle drivers, IHLS and RAILS hub managers or other staff about concerns or developments effecting the transfer.

ILDS Coordinator (continued)

- Coordinate and communicate with the ILDS drivers, hub managers and partner facilities to assist in maintaining an efficient supply of necessary materials at each hub, to facilitate proper packaging of ILDS items and the ILDS and interconnect transfers.

Supervised by: Operations Manager

Supervises: None

Licenses or Certifications Required: Must have a valid driver's license

Knowledge, Skills and Abilities

- Knowledge of each ILDS shuttle loading requirements, individual hub procedures and loading facilities. In order to assist substitute/replacement shuttle drivers as the need arises.
- Knowledge of safe loading and operation of powered lifts.
- Ability to perform any of the unloading, sorting or loading of any of the ILDS shuttles.
- Ability to read and recognize library, regional hub and partner system names and codes.
- Ability to sort books and library materials based on established location codes.
- Ability to frequently lift tubs of books and other library materials.
- Ability to use various tools to facilitate bulk transfer of items. (Pallet jack, flat cart, two-wheeler, shrink wrap, etc.)
- Good working knowledge of personal computer usage including use of the Internet and Microsoft Word.
- Ability to use Excel is helpful.
- Ability to work in an organization that embraces customer service.
- Ability to be organized and manage time efficiently and work independently.
- Ability to establish and maintain effective working relationships with IHLS, RAILS and ILDS staff.
- Display professional business attitude with a pleasant demeanor while working in a customer service-oriented organization.

Education and Experience

- High School graduate or GED
- Experience working in a library is a plus
- 3 years of driving experience

Working Conditions:

This position is an overnight position with no direct supervision. The majority of work is performed driving a van in the delivery and pick up of library materials. Occasionally may encounter rain, snow, or ice. Sorting and loading of library materials may occur indoors and outdoors. -

Telecommuting:

This position does not allow for telecommuting.

Physical Requirements

This position requires extensive periods of sitting while driving up to 300 miles daily. It also requires repetitive use of arms and legs and moving the whole body, such as

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standing, climbing, lifting, balancing, walking, stooping, reaching, pushing, grasping, hearing and talking.

Requires the ability to exert up to 40 pounds of force occasionally to lift, carry, push, pull or otherwise move objects, including but not limited to books and other library materials.

Clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet for the purposes of driving and writing information.

Manual dexterity to input data on a keyboard.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other job duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Employee (Print Name)

Date

Employee Signature

Date

Supervisor (Print Name)

Date

Supervisor Signature

Date

Approved