

POSITION TITLE: Library Shelver
DEPARTMENT: Library
APPOINTING AUTHORITY: Library Director
SUPERVISOR: Circulation Supervisor
SALARY LEVEL: 3
FSLA STATUS: Non-Exempt
DATE APPROVED: 2/19/2013 by Common Council

GENERAL PURPOSE

Under immediate supervision, reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, assists in other support tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs alphanumeric sorting and filing tasks

Arranges returned materials on book trucks and reshelves them in proper order.

Assists in maintaining book stacks, to include, shelving, facing, shelf reading, etc.

Empties bookdrop and takes returned items to proper place for checking in.

Answers directional questions and refers patrons to appropriate personnel.

Assists with library programs and displays.

Performs light housekeeping.

Punctuality, reliability and attendance are essential to this position.

Ability to adapt to changes in workload when library is busy.

Other duties as assigned by the Library Director.

MINIMUM QUALIFICATIONS

Education and Experience

Education equivalent to a junior in high school. Eligible for a child labor permit, if required. No experience required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Ability to communicate effectively with the public and staff both verbally and/or in writing.

Ability to follow detailed directions.

Ability to maintain regular work schedule.

Ability to perform moderately heavy physical work.

Some knowledge of library policies and procedures.

Ability to create and maintain positive and effective public relations.

Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.

Working knowledge of English grammar and spelling.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10s and 100s.

Ability to perform these operations using units of American money and weight measurement, volume, and distance.

SUPERVISION RECEIVED

Works under close supervision of the Circulation Supervisor and the Adult Services Librarian.

RESPONSIBILITY FOR PUBLIC CONTACT

Some contact requiring courtesy, discretion, and sound judgment.

LICENSING AND CERTIFICATION

None.

TOOLS AND EQUIPMENT USED

Library computer system (OPAC Online Public Access Catalog) to look up materials, booktruck for transporting materials to proper areas for reshelving.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk and hear. The employee is required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb, balance, stoop, kneel, crouch, walk, and crawl.

The employee must occasionally lift and/or move up to 35 pounds. Pushing and pulling objects weighing 300-400 pounds on wheels (booktruck). Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderate. Flexible work hours, including evenings and weekends.

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature

Date