

POSITION TITLE: Library Shelver
DEPARTMENT: Library
FLSA STATUS: Non-Exempt
SALARY GRADE: A
REPRESENTATION: None

GENERAL POSITION SUMMARY:

Responsible for shelving all library materials in proper order using Dewey Decimal and other organizational and cataloging systems. May be responsible for searching and processing holds and check in of library materials in a team atmosphere.

ESSENTIAL JOB FUNCTIONS:

- Shelf various materials in all areas of the library.
- Ensure shelves are kept in correct order by shelf reading.
- Search for missing, overdue, claimed returned items, and items to fill library holds.
- Check in library material and place in appropriate holds, reshelving, or transit areas.
- Help setup and take down programs.
- Move and shift library materials.
- Light housekeeping.
- Assist in creating and maintaining displays.
- Establishes and maintains positive working relations with coworkers, citizens, the public, and other agency staff.
- Other duties as assigned.

JOB SPECIFICATIONS

Mandatory Requirements:

- High School Diploma or GED equivalent or in pursuit of one.
- One-year customer service experience preferred.
- Any satisfactory equivalent combination of experience and training which ensures the ability to perform work, may be substituted for the above.

Necessary Knowledge, Skills and Abilities:

- Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
- Ability to establish and maintain harmonious working relationship with other employees and the public.
- Ability to pay close attention to detail and to understand written and oral instruction
- Work evenings and weekends.
- Ability to accept supervision and correction daily.
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.

- Be able to lift and carry materials weighing up to 30 lbs. to reach above the head and bend to floor level and have sufficient strength and stamina to walk and stand for several hours at a time.

Special Requirements/Licenses:

Must be able to pass the department's security clearance standards, including Reference check, and Criminal History check.

SUPERVISION RECEIVED:

Works under the direct supervision of a Librarian.

SUPERVISORY RESPONSIBILITIES:

May lead the work of volunteers.

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 job functions.

- Be able to lift and carry materials weighing up to 30 pounds.
- Be able to reach above the head and bend to floor level.
- Ability to maintain physical condition necessary for standing, bending, kneeling and moderate lifting.
- Sufficient strength and stamina to walk and stand for several hours at a time.
- Ability to operate a computer to access and input data, and type at an acceptable rate of speed.

TOOLS AND EQUIPMENT USED:

Computers, Photocopy machines, and other office equipment.

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.

- While performing the duties of this job, the employee works in a Public Library Building. This has characteristics of an office environment, as well as a retail environment.
- This position may participate in outreach activities outside of the library building. These activities could take place in an elementary, middle, or high school, a public park, or other public buildings.

- Must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.
- This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may similar, related, or logical assignment to the position.

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Sarah McIntyre
Library Director

Adopted: 10/07/2014

Revised: 02/08/2018, 12/31/2018, 8/2020, 5/2022, 6/2023

This 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.

Employee

Date