

**Job Title:** Shelver

**Position Reports to and is Reviewed by:** Head of Circulation Services

**Number and Titles of People Directly Supervised:** None

**Fair Labor Standards Act Classification:** Nonexempt

**Full Time** \_\_\_\_ **Part-Time (30+ hrs)** \_\_\_\_ **Part-Time (20+ hrs)** \_\_\_\_ **Part-Time (less than 20 hrs)** X

**Nature and Scope of Job:**

This position is a part-time, nonexempt position and has primary responsibility for sorting and shelving library materials of all types; maintaining correct order of materials in Adult and Youth Services Departments; assisting with operating audiovisual equipment for programming as necessary; and maintaining book sale shelves.

**Essential Functions:**

- Sort and shelve library materials of all types.
- Maintain shelved materials in Dewey Decimal System, ANSCR, or alphabetical order according to established library and departmental guidelines.
- Check for overdue and missing items in the collection as assigned.
- Pull reserved items from the collection, to be processed.
- Perform routine maintenance tasks associated with the processing of materials.
- Perform routine maintenance tasks associated with sorting and replenishing book sale area shelves.
- Operate audiovisual equipment for Library movies and for community group programs, as necessary.
- Establish and maintain effective working relationships with fellow employees and the public.
- Perform other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- Ability to comprehend and shelve materials according to established Library classification methods.
- Show consistent accuracy and attention to detail while maintaining a high level of productivity.
- Ability to operate and maintain audiovisual equipment.
- Ability to work independently and as a team member.
- Ability to provide outstanding customer service.

**Essential Physical Requirements:**

- Speech/Hearing Requirement – Sufficient clarity of speech and hearing to be able to communicate effectively in English.
- Visual Requirement – Sufficient to use/read computer screen.
- Manual Dexterity Requirement – Sufficient to be able to operate a keyboard.
- Ability to stand and walk for extended periods of time; bend, stoop and reach above shoulder.
- Ability raise and/or move objects between 25-60 pounds.

**Education:**

- No formal education requirements

**Experience:**

- No previous library experience required.

**Other Qualifications:**

- Schedule includes evening and weekend hours as needed.