

Position: Shelver, Part-time

Department: Children's, Circulation or Reference

Reports to: Department Supervisor

Direct reports: None

Position Summary: Keep library materials organized and easy to find by shelving library materials quickly and accurately according to the library's organizational system.

Essential Functions:

- Shelf library materials in proper order.
- Shelf read library materials to assure materials are in proper order.
- Provide friendly, helpful clerical assistance such as checking in and out materials when needed.
- Handle cash and checks for fees and fines.
- Follow library policies and procedures.
- Collect book drop.
- Perform light janitorial duties.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

- Have a high school degree, or at least 16 and working towards a high school degree.
- Communicate with coworkers and customers in a friendly and pleasant manner.
- Be accurate and have attention to detail.
- Able to reach, bend stoop, lift heavy materials and furniture and stand on feet for long periods of time.
- Able to put materials in alpha and numeric order.
- Able to follow directions.
- Able complete tasks despite interruptions.
- Able to learn the Dewey decimal system and other library organizational systems.

Working Conditions/Physical Requirements:

- Able to reach, bend, stoop, and stand on feet for long periods of time.
- Able to push or pull heavy book carts, lift lightweight materials and furniture.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.