

JOB Title: Shelver (Part Time)

STATUS: (Fair labor Standards Act): _____ Exempt Non-Exempt

SUMMARY DESCRIPTION: Under the administration of the Library Director and the supervision of the Shelving Supervisor, performs tasks related to the shelving of materials as well as other tasks for the library.

DUTIES & RESPONSIBILITIES

Shelves print and non-print materials
Empties sorter bins, checking to ensure each item is complete and in good condition
Empties outside bookdrop
Straightens and restores order to shelved materials
Shifts collections
Fills the transit bins for daily pick-up
Pulls materials for holds processing and overdue notices
Maintains an awareness of library activities
May assist patrons at check-out and check-in stations and answer directional questions
Refers other patron inquiries to appropriate staff
Promotes positive customer service experiences
Promotes the library by using good public relations practices
Attends meetings and workshops
Performs other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

Ability to work and communicate effectively with the public and staff
Ability to file alphabetically and numerically
Ability to follow directions and work independently
Ability to use computer, keyboard, mouse and telephone
Ability to use email and internet
Basic understanding of overall library operation

PHYSICAL ABILITIES

Ability to safely lift and/or move up to 25 lbs
Ability to push or pull a loaded book cart
Ability to stand for long periods of time and move around the library
Ability to kneel, stoop, bend and stretch in order to reach materials
Ability to read the print on spine labels

QUALIFICATIONS

At least 16 years of age
Available to work a varied schedule as library needs dictate, including days, evenings and week-ends.