

ROUND LAKE AREA PUBLIC LIBRARY JOB DESCRIPTION

Title: Library Shelver I

Salary Range: \$8.00-\$10.90 hourly. (Depending on qualifications)

Schedule: Part-time, 10-19 hours per week, including early morning, afternoon, evening, and weekend hours. Schedule is subject to change.

Reports to: Head of Shelving

Positions directly reporting to the shelver: none

Summary Description:

To keep library stacks in order and to assist library staff.

ESSENTIAL FUNCTIONS

- Develop a working knowledge about the organization and care of library materials and library services and programs.
- Sort and shelve library materials. (alphabetically and numerically)
- Shelf read library stacks.
- Keep shelves in an orderly manner.
- Shift and move collections.
- Maintain signage for collections.
- Inventory of library material collections.
- Other tasks as assigned.

Knowledge/Skills & Abilities

- Ability to establish and maintain effective working relationships with fellow employees, other agencies, and the public.
- Ability to arrange materials alphabetically and numerically.
- Excellent oral and written communication skills.
- Must be a self-starter and able to work accurately and efficiently with a minimum of supervision.

- Ability to work a flexible schedule.
- Ability to meet schedules and time lines.
- Ability to physically perform the essential job functions.

Qualifications

- Must be at least 16 years old.
- Familiarity with libraries and numbers is preferred.

Physical Demands

- While performing the duties of this job, the Library Shelver is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel and talk or hear.
- The Library Shelver may be required to remain in a standing position for extended periods of time.
- The Library Shelver must occasionally lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- Ability to withstand weather extremes.

Work Environment and Environmental Conditions

- Work is performed inside a typical interior/office work environment.
- Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.