



# Round Lake Area Public Library

## Library Shelver I

**POSITION:** Library Shelver I, Youth Services

**SCHEDULE:** Part-time, 8-15 hours per week, including morning, afternoon, evening, and weekend hours. Schedule is subject to change from week to week.

**SALARY RANGE:** \$14.00 - \$17.44 hourly (depending on qualifications)

**SUPERVISOR:** Head of Youth Services

**SUPERVISEES:** None

**PERSONAL ATTRIBUTES:** The Round Lake Area Public Library is looking for a candidate with a high level of organization and a high standard of customer service. The ideal candidate will be friendly, cooperative and strive to provide excellent customer service to patrons and staff.

**WORKING CONDITIONS:** Work is normally performed in a typical interior/office work environment. This role occasionally uses a computer and regularly moves carts of books. Noise level may vary from quiet to loud. The employee may be required to work evening and weekend hours.

**QUALIFICATIONS FOR APPOINTMENT:**

- Must be at least 16 years old
- Familiarity with libraries and the Dewey Decimal System is preferred.
- Demonstrated skill with alphabetizing and organization.

**DUTIES AND RESPONSIBILITIES:**

- 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.
- Help with special projects within the Youth Services department as needed.
- Attend Department Meetings and other meetings.
- Other tasks as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to establish and maintain effective working relationships with fellow employees, other agencies, and the general public.
- Ability to file materials alphabetically and numerically.
- Must be able to work accurately and efficiently with a minimum of supervision.
- Ability to physically perform the essential job functions.



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- Excellent oral and written communication skills.
- Ability to work a flexible schedule that will include days, evenings, and weekends.
- Ability to meet schedules and timelines.
- Ability to work courteously and tactfully with customers and employees
- Knowledge of library policies.
- Ability to display creativity, accountability, and flexibility in implementing the library mission statement and service goals.

## **PHYSICAL REQUIREMENTS:**

- Walk, stand, sit, bend, stoop, push, pull, reach, handle, finger, feel, maintain mobility and balance, work on a ladder.
- Demonstrate good eye-hand coordination.
- The position requires one to occasionally lift and/or move up to 30 lbs.
- Full range of motion, including standing, sitting, or walking for extended periods.
- Bending, stooping, and ability to reach library materials from high and low shelves.
- Ability to move a two-sided book cart loaded with up to 300 lbs. of books and other library materials.
- Manual dexterity.
- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Ability to withstand weather extremes.

**Note:** It should be understood that while this job description sets forth a number of job duties and responsibilities for this position, it is not an employment contract of any kind and can be changed with or without prior notice at any time. Any employment relationship with the Library is legally considered to be one of employment-at-will, in which either party may terminate this relationship for any reason at any time. The Library Board of Trustees and/or its designated representative reserve the right to alter this job description at any time without notice. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the workload.

**This position is non-exempt as defined by the Fair Labor Standards Act.**