

# MUKWONAGO COMMUNITY LIBRARY

## Library Shelver Job Description

Approved: 17 May 2018

### POSITION:

- a. **Job Title:** Library Shelver
- b. **Under Supervision of:** Circulation Supervisor
- c. **Supervises:** N/A
- d. **Schedule:** Part-time with up to 25 hours per week including morning, afternoon, evening and weekend hours. Schedule is subject to change from week to week and the candidate must have minimum flexibility to be able to fill in for absences.
- e. **Salary:** \$8.00 - \$9.93 (pursuant to the Library Board of Trustees salary plan)
- f. **Benefits:** N/A
- g. **FLSA Status:** Non-exempt

### GENERAL POSITION SUMMARY:

Performs work that involves handling and shelving of library materials in an accurate and timely manner. Maintains the general order of the library by straightening the books and materials on the shelves and by keeping the library clean and orderly. Performs other related duties as assigned.

### DUTIES AND RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

- Shelves and maintains order of materials with a high degree of accuracy.
- Inspects items for damage.
- Assists with opening, maintaining and closing library.
- Performs shelf reading.
- Serves as backup to circulation as needed by emptying book drops, checking items in, and reactivating items.
- Pulling patrons' holds (pick list) when needed.
- Assists with displays and assigned projects.
- Refers library users requiring professional assistance to appropriate staff person.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Attends staff and department meetings.
- Performs other job related duties as assigned.

### ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the organization of library materials, sorting in alphanumeric order and the Dewey Decimal system.
- Work independently and take initiative in completing work assignments.
- Manage time to work accurately and efficiently in order to maximize productivity.

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- Ability to establish and maintain effective working relationships with staff, other agencies and the general public.
- Ability to work courteously and tactfully with patrons and employees, while adhering to established privacy policies.
- Ability to work a *flexible* schedule that may include days, evenings, and weekends.
- Ability to meet schedules and time lines.
- Ability to take direction from supervisor.
- Ability to positively and effectively interact with diverse individuals to accomplish a common goal.
- Ability to physically perform the essential job functions.
- Ability to display creativity, accountability, and flexibility in implementing the library mission statement and service goals.
- Ability to understand verbal and written instructions.
- Ability to assist in maintaining public safety in the library and on library grounds.
- Knowledge of library's policies and procedures.
- Effectively evaluate or make independent decisions based upon experience, knowledge and training.

**QUALIFICATIONS AND REQUIREMENTS:**

- Education and experience which would allow the applicant to perform the job successfully.
- Knowledge of Dewey Decimal system and/or library experience preferred.
- Knowledge of standard office software (Microsoft Windows, Outlook, etc.)
- All applicants are subject to fingerprinting and a background check. Employment is contingent on passing those assessments.

**PERSONAL ATTRIBUTES:** The candidate must be detail orientated, have a high standard of customer service, be friendly and cooperative, open-minded, enthusiastic, and strive to provide excellent customer service to patrons and staff.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- The physical demands described here are representatives of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, this position is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; push; pull; carry; climb; stoop; bend; stretch; kneel; talk and hear.
- This position is required to remain in a standing position for extended periods of time.
- This position is required to push and pull 100 pound carts and lift objects weighing up to 50 pounds.

- Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.
- 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.

### **Revision History**

**17 May 2018:** Library Shelver Job Description Updated and Approved