



Shelver Job Description

JOB TITLE	DEPARTMENT	PAY GRADE
Shelver	Adult/Children's Services	A3
CLASSIFICATION	REPORTS TO	SUPERVISES
Non- Exempt	Adult/Children's Services Supervisor	N/A

POSITION SUMMARY

The Shelver performs duties to shelve materials, maintain the organization of the collection, and maintain orderliness of public areas. Collaborates with other staff to resolve circulation related issues as needed and assists in creating a positive environment.

RESPONSIBILITIES

- Organizes materials on shelves in accordance with established procedures
- Handles damaged and mislabeled items in accordance with established procedures
- Performs shelf reading on a regular basis
- Assists in pulling items from the Library collection for selected lists
- Shifts materials when instructed
- Checks for materials left on tables, shelves, and racks and returns them to their proper location
- Assists with monitoring and addressing unacceptable conduct to ensure a positive, safe, and welcoming environment for users and staff
- Records daily shelving statistics for management review
- Responds to user requests for directional information and refers other requests to the appropriate staff
- Assists in overseeing the volunteer activities
- Uses personal computer, current software, and other common office equipment
- Performs other related duties and special projects as assigned

KNOWLEDGE/SKILLS/ABILITIES

- Uses multiple tools to access information and answer questions; uses common office equipment & relevant computer software for daily tasks, communication, and to maintain workflow; keeps current in relevant technology

- Demonstrates strong verbal communication in responding to users and staff; uses clear written and oral communication to share information with coworkers in a timely manner; establishes rapport with staff
- Uses problem solving skills to assist in determining priorities, finding timely solutions to departmental or system-wide issues and providing quality customer service
- Provides quality assistance to users and staff by seeking to understand their needs and providing relevant support; remains calm even in stressful conditions
- Successfully collaborates on projects and programs with staff members
- Takes responsibility for consistent completion and follow-up of projects and tasks
- Responsive to change and demonstrates adaptability
- Maintains a positive approach while doing daily tasks and when faced with adversity; encourages and recognizes the contribution of others
- Exhibits sound and accurate judgement

EDUCATION/EXPERIENCE/QUALIFICATIONS

- High School Diploma/GED

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

- Must be able to speak, hear, comprehend, and respond to staff, customers, and the public, both in person and telephone conversations
- Must have visual ability to see computer screens
- Must be able to manipulate computer keyboard, and other equipment
- May require sitting/standing/walking for prolong periods
- Moving/lifting requirement of 5 to 35 lbs
- Must have reliable means of transportation to attend meetings, conferences, and perform work in other locations

ACKNOWLEDGEMENT

I have read and understand the essential duties, responsibilities, and functions of this position. I understand that this does not limit the assignment of additional duties for this position, and that the job duties and responsibilities may change as necessitated by the library's operational demands.

Employee's Signature

Date