**Title**: Shelver

**Department**: Children’s Services

**Classification** **(Status)**: Grade I (Non-exempt)

**Immediate Supervisor**: Head of Children’s Services

**Position Summary**:

A non-exempt position responsible for shelving and organizing library materials. This position also performs miscellaneous tasks including but not limited to straightening as needed, shelf-reading, and searching for materials.

**Qualifications**:

* Minimum 16 years of age
* Attention to detail
* Ability to sort and file alphabetically, numerically, and chronologically

**Essential Job Responsibilities**:

* Shelves and retrieves library materials
* Maintains collections in their proper location and sequence
* Ensures shelves and public areas are neat and tidy
* Performs inventory checks and searches for lost, missing, and overdue materials
* Answers directional questions and directs patrons to service desks for assistance
* Performs other duties as assigned

**Physical Requirements:**

* Frequent walking, standing, moving, bending, stooping, and reaching
* Ability to stand for long periods of time
* Pushing and pulling fully loaded book carts as needed
* Lifting up to 40 lbs
* Vision for near and far

**Basic Requirements for All Library Employees:**

* Commitment to provide excellent service to all library patrons
* Commitment to create and maintain positive working relationships with staff
* Ability to exercise good judgement at all times
* Ability to work independently and accurately with details
* Ability to communicate effectively and clearly in the English language
* Ability to work independently and accurately with details
* Working knowledge and adherence to library policies and procedures
* Working knowledge of personal computer, mouse, keyboard, telephone, fax, printers, scanners, and copiers