JOB DESCRIPTION

Position Title: Circulation Shelver

Classification: B

Supervisor Title: Circulation Assistant Manager

FLSA Status: Non-Exempt

# REQUIREMENTS FOR ALL EMPLOYEES

1. Ability to openly and respectfully engage with staff, patrons, supervisor and others.
2. Ability to work accurately in a changing and varied environment, and with frequent interruptions.
3. Ability to maintain patron privacy and confidentiality of patron records.
4. Ability to communicate clearly.
5. Ability to use various technologies to complete work.
6. Ability to follow library policies and procedures.
7. Ability to understand, practice and demonstrate the library’s Service Standards and Equity, Diversity, and Inclusion values.

# POSITION SUMMARY

Under the supervision of Circulation Assistant Manager, this position facilitates superior library service to patrons by sorting, shifting, filing, inspecting, and shelving materials as well as providing answers to directional questions.

Specific responsibilities will be assigned by the Circulation Assistant Manager on the basis of experience, skills, and specific needs of the department and number of hours worked.

# REQUIREMENTS FOR THIS POSITION

1. Knowledge, skill, and development in the following areas which are often gained through a secondary degree (e.g. High School Diploma) or experience:

* **Communication Skills** include conveying, receiving, responding, and expressing communication of written and verbal information.
* **Computer Skills** include accessing word processing and spreadsheet applications including MS Office Suite and Google Workspace, effectively using email and Google calendar, performing basic internet searching, and using cloud-based communication tools such as Google Chat and Zoom.
* **Critical Thinking** includes analyzing and evaluating information in order to assess an issue and make a decision within the scope of the position.
* **Time Management** includes prioritizing tasks, meeting deadlines, and managing time with minimal guidance.

1. Must be at least 16 years of age.
2. Working knowledge of alphabetical and numerical systems, and the ability to apply those systems to library materials.
3. Ability to work with detail, precision and accuracy.
4. Ability to perform continuous, repetitive work.

# ESSENTIAL FUNCTIONS

1. Sorts, shelves, shifts, shelf inspects and redirects materials for cleaning, repair, withdrawal, reordering.
2. Picks up materials from various areas and reshelves.
3. Directs patrons to the appropriate personnel or service desk.
4. Assists with special projects relating to Circulation including pulling holds and packing and unpacking delivery bins, gathering statistical information, and other projects as needed.
5. Participates in relevant training, continuing education and/or staff development.
6. Performs other duties as assigned.
7. Ability to perform repetitive work for the length of a shift.

# WORK ENVIRONMENT

Work is normally performed in a typical interior/office work environment. This role occasionally uses a computer and automated materials handler equipment. Noise level may vary from quiet to loud. The employee may be required to work evening and weekend hours.

# PHYSICAL REQUIREMENTS

1. Constantly moves about the building and the department to retrieve or place materials.
2. Constantly retrieves and places materials between carts, bins, and shelves.
3. Constantly positions self to retrieve and place materials located near the floor and up to 6’ high.
4. Constantly discerns items near and far.
5. Frequently moves, transport, and position materials up to 50 lbs.
6. Occasionally operates a computer and the automated materials handler.
7. Occasionally marks, positions, and attaches labels to materials.
8. Occasionally communicates with other staff and patrons.