

Shelver

Title: Shelver

Grade: 1

Immediate Supervisor: Circulation Services Manager or Designee

Basic Function:

Performs routine and nonprofessional work in the library such as shelving, and maintaining books and other library materials in proper order.

Distinguishing Features of the Class:

This classification performs routine work in shelving library materials in a safe, accurate and efficient manner. Employees assigned to this class are required to provide service in accordance with the Library's mission and core values.

Characteristic Duties and Responsibilities:

Sorts, alphabetizes, shelves, and retrieves library materials.
Reads library shelves for order and neatness.
Loads and unloads books from carts, and/or book drop to be delivered to proper area.
Following set procedures checks in bulk homebound and clean-up cart materials and sorts onto appropriate book carts.
Changes status for items to be evaluated by other departments
Shifts and straightens materials as necessary.
Reaches up or down to shelve materials.
Manipulates loaded book cart weighing 300 pounds over carpeted floors.
Manipulates library material up to 15 pounds.
Clears and neatens library tables and seating areas at closing.
Assists in location and retrieval of materials as requested
Pulls back issues of magazines and newspapers

Knowledge, Skills and Abilities:

Ability to alphabetically and numerically (decimal) file accurately, and perform simple clerical work; tact and courtesy; desire and ability to work as a contributing member of a team environment; good judgment.

Education, Training and Experience:

Student applicants must be at least 16 years old. Adult applicants must have a high school education or equivalent. Applicants must have the ability to follow oral and written instructions, complete forms, and understand and communicate instructions.

The intent of this summary is to characterize the typical duties and responsibilities that will be required of individual positions assigned to this classification and should not be construed as representing the specific duties and responsibilities of any particular position. Employees may be expected to perform their related duties which are specific to their area that may not be reflected in this class summary.