



Friday Memorial Library Job Description

Position Title: Library Shelver	Department: Library - Circulation
Reports To: Circulation Coordinator	FLSA Code: Non-exempt

Position Summary: The position of Library shelver is responsible for shelving of library materials, shelf maintenance, performing clerical tasks and keeping the library neat and orderly. Also responsible for providing simple directions to customers. The work is performed under direct supervision and requires no prior knowledge of library procedures.

Essential Functions: These functions will comprise approximately 70-100% of your time on an average work day, but may fluctuate as business needs change.
➤ Sort, shelve, relocate and search for library materials.
➤ Read shelves for accuracy of order, re-shelving materials as needed.
➤ Straighten materials located on all library shelves.
➤ Scan the collection for inventory and perform other database maintenance functions and reporting as needed.
➤ Provides simple directional assistance to customers.
➤ May check in books and other library materials as assigned.
➤ Inspect all library materials for damage.
➤ Perform closing procedures to include shutting down computer work stations, turning off lights, ensuring all customers have left and all doors and windows are locked.

Other Responsibilities: These functions will comprise up to 25% of your time.
➤ Perform other duties as assigned.
➤ Assist with routine program preparation and tear-down tasks as needed or assigned.

The City of New Richmond and Friday Memorial Library Board of Trustees has reviewed this job description to ensure that essential functions and other responsibilities have been included. It is not intended to serve as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate and as business needs change.

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job.

Knowledge: Must have knowledge and understanding of the U.S. alphabet, alpha/numeric fluency. Must have basic knowledge of PCs.

Skills/Abilities: Ability and initiative to work independently with minimal direction while completing tasks in a timely manner. Ability to navigate library classification system. Sensitivity to customer privacy and intellectual freedom issues. Strong organizational skills and ability to work accurately with attention to detail. Ability to efficiently operate a variety of office and library equipment including computer and printer, photocopier, fax machines, and media equipment.

General Core Competencies: Communication, Cooperation and Teamwork, Commitment to Quality, Customer Service, Professionalism, Critical Thinking and Problem Solving.

- **Communication** – Uses communication styles and methods effective for the situation and audience.
- **Cooperation and Teamwork** – Works effectively with diverse teams to achieve collective goals.
- **Commitment to Quality** – Improves work practices to achieve desired results.
- **Customer Service** – Ability to respond to our customers and anticipate their needs.
- **Professionalism** – Meets or exceeds workplace guidelines, standards and specifications.
- **Critical Thinking and Problem Solving** – Demonstrates the ability to make decisions, identify, analyze and solve problems, and take action as appropriate.

Position Evaluation Factors:

Organization Contacts: Carleton A. Friday Memorial Library customers and staff. City of New Richmond employees.

Education and Experience: Current enrollment in, or completion of, high school or equivalent. Daytime, evening and weekend work required.

Physical Requirements: This position consistently requires the ability to stand, work with hands and fingers to manipulate objects and the ability to retrieve and replace materials on shelves at various heights. Must possess visual acuity sufficient to see at close-up levels and perceive depth. Position frequently requires walking, bending at the waist, twisting the upper body, reaching, talking, hearing and the ability to adjust vision as needed. Frequent sitting, lifting and carrying up to 35 pounds, climbing, balancing, and crawling. Frequent pushing of up to 75-100 pounds, kneeling and crouching is inherent in the position.

Working Conditions: Work is performed indoors, and includes some customer contact. The incumbent will work independently and as a part of a team. Work schedule is variable and includes daytime, evening and weekend hours. Occasional exposure to heights, heat, cold, temperature changes, noise, odors and dust. May work outside on an occasional basis.