

Position Title: Shelver, Main Branch

Reports to: Circulation Manager

Category: Part-time hourly, \$10 per hour; Paid holidays per Library Policy; 4 Personal Days annually

Job Summary: Supports the mission of the library by shelving items as promptly as possible and keeping shelves and public areas of the library neat and orderly.

Qualifications: High school diploma or equivalent or work permit.

Responsibilities:

- Shelves materials by accurately reading spine labels and other identifying marks
- Rearranges materials on shelves to effectively use storage and display space
- Keeps shelved materials in correct order according to assigned classification scheme
- Assists with cleaning of monitors, keyboards, and computer stations as needed
- Identifies books that need mending, replacing, or processing/cataloging corrections
- Assists patrons with directional questions and refers patrons to other staff as appropriate
- Assists with opening and closing procedures as appropriate, including help with emptying drop boxes, picking up materials left on tables and chairs and tidying up children's areas
- Maintain for sale book cart and assist with annual book sale

Knowledge, Skills, and Abilities

- Proficient with the alphabet and the Dewey Decimal system
- Able to bend, stoop, kneel, and reach
- Able to push loaded book trucks and move delivery boxes
- Able to work independently and collaboratively
- Has an eye for detail
- Must be able to work evening and weekend hours

The duties and responsibilities for this position, including essential job functions and responsibilities, supplement the Cass District Library Personnel Policies and work rules applicable to all employees and may change or increase by practice or policy, as judged necessary by the Library. The Library reserves the right to assign work outside of an employee's regular job assignment. The Library also reserves the right to change an employee's regular job assignment or job description at any time.

Employee Signature _____

Date _____