

Job Title: Library Shelver

Classification: Non-Exempt

Wages: Current WA State Minimum Wage

Benefits: L&I, FICA, PFML

Position Type: Part-time, 16-20 hours/month, based at the Colfax Branch

Supervisor: Public Services Manager

Updated: May 5, 2021

Overview

The Library Shelver is responsible for shelving library materials, maintaining shelf appearance, and keeping the library neat and orderly at the Colfax Branch. The work is performed under direct supervision and requires no prior knowledge of library procedures. High quality customer service is WCL's primary goal and this person strives to deliver courteous, competent, and confidential library service to the residents and visitors of Whitman County.

Essential Functions

- Prints and manages patron request lists using the library database; retrieves requested items from Colfax shelves
- Sorts, shelves, relocates and searches for library materials.
- Reads shelves for accuracy of order, straightens and re-shelves materials as needed.
- Inspects all library materials for damage.
- Provides simple directional assistance to customers.
- Checks in books and other library materials as assigned.
- Performs nightly closing procedures including shutting down computer work stations, turning off lights, ensuring all customers have left, and that all doors and windows are locked.
- Assists with routine program preparation and tear-down tasks as needed or assigned.

Competencies

- *Knowledge of:* computer operations, including Microsoft Office programs; English grammar and spelling; general library processes, policies, software, organization, and terminology.
- *Skill in:* using office equipment; basic keyboarding; organization and attention to detail.
- *Ability to:* sustain accuracy and work steadily in a high-pressured environment; use logic and reasoning to identify problems and make sound decisions; multi-task and respond rapidly and effectively to changing priorities; work independently with minimal direction while completing tasks in a timely manner; communicate effectively, both orally and in writing; work pleasantly and effectively with coworkers and the public through various mediums; maintain composure in stressful situations; follow written and verbal instructions; respect patron privacy and understand intellectual freedom issues.

Supervisory Responsibility

- This position has no supervisory responsibility.

Work Environment

- Work is mainly performed indoors, although some outdoor work may be required as part of keeping the library neat and orderly.
- Varied work hours, includes evening and weekend hours.

Physical Demands

- Sitting/standing, walking, climbing, stooping, and standing for long periods of time
- Bending/twisting, and reaching with ease
- Talking and hearing; use of a standard telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: up to 50 pounds
- Handling and shelving library materials
- Typing, writing, filing, and sorting
- Pushing and pulling objects weighing 60-80 pounds on wheels.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Education

- Current enrollment in, or completion of, high school or equivalent

Other Duties

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

Selection Guidelines

- Formal application
- Rating of education and experience
- Oral interview
- Reference Check