

PAGE/SHELVER

Definition

The Page/Shelver is a non-exempt position responsible for shelving library materials, shelf maintenance, and all other related work as required or requested.

Supervision

Work is performed under the supervision of the Public Services Coordinator. May receive direction from the Person in Charge.

Essential Functions

- Sorts, shelves, relocates, and searches for library materials.
- Reads shelves for accuracy of order, re-shelving materials as needed.
- Straightens library shelves daily or weekly as needed.
- Provides simple directional information to patrons.
- Performs simple physical tasks to support library programs or procedures.
- Other duties as assigned by supervisor or requested by library staff.

Qualifications

- Must be minimum 16 years of age.
- Generally previous experience is not required, although preference may be given to people who have done work in the library as a volunteer.

Knowledge, Ability, and Skills

- Available to perform the above-listed essential functions on site at the library.
- Available to work a schedule that includes evenings and weekends, and that will change from time to time.
- Communicates orally and in writing in English.
- Ability to sort material in alphabetic or numeric order.
- Ability to understand and carry out simple oral and written directions.
- Communicates and works effectively with the public and all levels of library staff in a warm, friendly, and helpful manner.
- Works independently, making decisions within stated guidelines to solve problems and produce accurate work on a timely basis.
- Works collaboratively and productively with coworkers and supervisors.
- Good organizational and planning skills, with ability to pay attention to detail.
- Dependable, reliable, punctual, and patient.
- Able to relate to culturally and/or economically diverse individuals.
- Demonstrates effective listening skills, in a respectful and sensitive manner.
- Able to be flexible in job tasks and adapt to new situations.
- Exercises initiative and discretion.
- Remains calm in difficult situations.
- Open and alert to suggestions and new ideas.

Physical Requirements/Work Environment

- Work that includes carrying several books at a time.
- Work that includes reaching for high shelves and stooping for low shelves.
- Work that includes pushing loaded book carts of up to 25 lbs.

- Manual dexterity, clear speech, hearing acuity, and correctable vision.
- Provides own transportation.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible.

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