

CITY OF AMERY	
Position Description	
Library Shelver—Amery Area Public Library (Regular Part-Time)	
Department: Library	Classification: Hourly
Location: Amery Area Public Library	Revision Date: December 2011
Immediate Supervisor: Youth Services Librarian	

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of employer and requirements of the job change.

- I. GENERAL PURPOSE: Under the direct supervision of the youth services librarian, the library shelver reshelves library materials, maintains materials in the library collection in a neat and orderly fashion, and assists in other support tasks as assigned.

- II. SUPERVISION EXERCISED: This position does not have supervisory duties.

- III. ESSENTIAL DUTIES AND RESPONSIBILITIES:
 - a. Performs alpha-numeric sorting and filing tasks.
 - b. Arranges returned materials on book trucks and reshelves them in proper order.
 - c. Shelfreads and straightens materials on the shelves or in the collection while shelving and in other assigned areas.
 - d. Empties bookdrop and takes returned items to the proper place for checking in.
 - e. Refers non-directional questions to appropriate staff member(s).
 - f. Assists with library programs and displays.
 - g. Performs light housekeeping.
 - h. Attends training when directed.
 - i. Performs other related work.

- IV. DESIRED MINIMUM QUALIFICATIONS:
 - a. Education. Education equivalent to junior in high school.
 - b. Eligible for a child labor permit, if required.
 - c. Experience. No experience required.
 - d. Necessary Knowledge, Skills and Abilities.
 - i. Working knowledge of:
 1. Computer applications, including Microsoft Office.
 - ii. Skill in proper and safe operation of:
 1. Personal computers; phone; copy machine; fax machine; and other standard office equipment.
 - iii. Ability to:
 1. Effectively present information and respond to questions from patrons.
 2. Maintain confidentiality of library patron information.
 3. Follow detailed instructions.
 4. Understand library policies and procedures and apply them to library operations.

5. Perform moderately heavy physical work.
6. Sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal and Cutter systems of library materials arrangement.
7. Maintain and foster cooperative and courteous working relationships with the public, peers and supervisors.
8. Speak, read and write the English language.
9. Practice good personal hygiene and dress in a manner appropriate for the position and in conformance with the general business dress standards in the City of Amery.

V. WORKING CONDITIONS.

- a. Physical Demands of the Position:
 - i. Ability to work in confined spaces.
 - ii. Ability to bend/twist/reach.
 - iii. Far vision at 20 feet or further; near vision at 20 inches or less.
 - iv. Fingering: keyboarding, writing, filing, sorting, shelving and processing.
 - v. Handling: processing, picking up and shelving books.
 - vi. Lifting and carrying 50 pounds or less.
 - vii. Pushing and pulling objects weighing 300-400 pounds on wheels.
 - viii. Sitting, standing, walking, climbing, stooping, kneeling and crouching.
 - ix. Talking and hearing; use of telephone.
- b. Environmental/Working Conditions: Flexible working hours—frequent evening and weekend hours.
- c. Equipment Used: Audio-visual equipment, book truck, cash register, copy machine, fax machine, library automation system, microfilm reader/printer, telephone, typewriter, computer; book truck for transporting library materials to proper areas for reshelving.

VI. CITY OF AMERY PERSONNEL POLICIES.

- a. This position is bound by the personnel policies set forth in the City of Amery Personnel Policies manual.

VII. SELECTION GUIDELINES. Formal application, rating of education and experience; oral interview and reference check.

Approved by the Board of Trustees of the Amery Area Public Library, January 9, 2012