

LOUISVILLE PUBLIC LIBRARY
Job Description

SHELVER

Reports To: Communications Manager	Department: Communications
Weekly Hours: 10	Starting Wage: 10.70/hr
FSLA Status: Non-Exempt	

Position Overview

Under the direction of the Communications Manager, this position is responsible for shelving books and other materials and performing related tasks.

RESPONSIBILITIES (not all-inclusive) all of the duties listed below are essential job functions for which reasonable accommodations will be made. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform any other job-related instructions as requested by their supervisor subject to reasonable accommodations.

ESSENTIAL FUNCTIONS:

- Projects a positive and pleasant attitude to the public and cooperates and maintains an effective relationship with other staff members as part of a team.
- Shelves library materials in proper order.
- Does shelf reading to assure materials are in proper order
- Answers directional questions
- Assists staff with checking materials for damage and removing them from the shelves.
- Adheres to library policies and procedures.
- Performs any other tasks as requested.

MINIMUM QUALIFICATIONS:

- Must be able to read, write, speak and understand the English language.
- Must be able to perform basic math skills, adding, subtracting, dividing etc.
- Ability to manipulate books and other media.
- Independent judgment in order to set priorities and work independently.
- Interpersonal skills to deal effectively with staff and patrons.
- Effective verbal and written communication skills.
- Concentrates on a task despite frequent interruptions.
- Ability to think analytically.
- Must have keyboarding skills and the ability to read print and on-screen information.

- Ability to effectively use word processing, spreadsheet, and e-mail applications.
- Manual dexterity necessary to efficiently operate office equipment including, but not limited to, computer, calculator, and copier.
- Customer service focus.

Additional Examples of Work Performed:

PHYSICAL AND SENSORY REQUIREMENTS (with or without the aid of mechanical devices)

- Must be able to move intermittently throughout the workday.
- Must be able to cope with the mental and emotional stress of the position.
- Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with personnel, visitors, government agencies, and general public, etc.
- Must be able to push, pull, move and/or lift a minimum of 50 lbs. to a minimum height of 3-4 feet and be able to push, pull, move and /or carry such weight a minimum of 5 feet.
- Stand for a long time in one area.
- Bend and stretch to reach high and low shelves.

Knowledge Skills and Abilities:

SPECIFIC REQUIREMENTS

- All listed minimum qualifications
- Ability to work independently and exercise initiative.
- Must be able to effectively communicate with staff and the public.
- Must possess the ability to make independent decisions when circumstances warrant.
- Must be able to operate office equipment including information management tools (Windows applications, Microsoft Office Suite, etc.).
- Must possess the ability to deal tactfully with personnel, visitors, government agencies/personnel, and the general public.
- Must possess ability and willingness to work
- Must be willing to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must have patience, tact, a cheerful disposition and enthusiasm as well as the willingness to handle difficult staff and situations.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

WORKING CONDITIONS

- Works in assigned area, including office areas, training rooms, library, etc, as necessary.
- Moves intermittently during working hours.
- Works flexible hours.
- Is subject to frequent interruptions.
- Is subject to work beyond normal working hours, evenings, weekends and holidays when necessary.
- Attends and participates in continuing educational programs designed to keep abreast of changes in the profession.