



Wilmette Public Library

**Wilmette Public Library
Job Description**

Position:	SHELVER
Type:	Full-time, Part-time, Substitute, Seasonal, Temp.
Classification:	Non-exempt
Reports to:	Head of Shelving
Pay Grade:	22
Updated:	11-22-2022

POSITION SUMMARY

Under the supervision of the Shelving & Switchboard Manager, this position is responsible for ensuring that all library materials are sorted and properly shelved in their appropriate designated sections. This position will also ensure that the look and the order of the materials on the shelves meet our Library standards, and will also deliver outstanding customer service in regards to directional information to all patrons.

ESSENTIAL RESPONSIBILITIES

- Prepares carts by sorting and organizing all library materials prior to shelving.
- To shelves all library materials in a timely manner while still maintaining the order and appearance of the shelves.
- Checks shelves to ensure that materials are in proper order; re-shelves materials as needed.
- Provides directional information to patrons and refers patrons to appropriate library staff to answer other questions.
- Provides accurate, friendly, courteous service and assures a positive library experience.
- Ensures shelves and public areas are in order and neat and tidy.
- Assists with maintaining library appearance by picking up abandoned materials and straightening furniture in public areas.
- Circulate old newspapers and periodicals to storage as needed.
- Attends department and library meetings and participate in planning committees and outreach activities as requested.
- Keep current on department and library news and events by checking work email and staff intranet.
- Performs other duties as assigned.

Shelver

KNOWLEDGE / SKILLS / ABILITIES

- Ability to recognize alpha-numeric order.
- Ability to efficiently and accurately return library materials to proper locations throughout the library.
- Ability to deal courteously and diplomatically with the public.
- Ability to follow directions and complete tasks.
- Ability to use good judgment in making decisions and referring question to appropriate staff.
- Ability to work independently while also flexible to work in a team setting.
- Ability to communicate clearly and effectively.
- Ability to comprehend oral and written instructions.
- Demonstrate awareness of library resources, practices, policies, and procedures.
- Ability to use keyboard and computer.

QUALIFICATIONS

- Minimum age 16 years or 2 years high school or equivalent.
- Schedule includes daytime, evening, and weekend hours.
- Experience working or volunteering in a library setting or customer service experience preferred.

Physical Requirements: (Requests for reasonable accommodations to these requirements may be considered)

- Ability to read, write, and communicate fluently in English.
- Frequently required to bend, stoop, kneel and crouch.
- Physical ability to stand for extended periods of time.
- Ability to walk from one area of the Library to another.
- Physical dexterity to reach shelves of various heights.
- Ability to lift and carry items up to 20 pounds.
- Ability to push items of 75 pounds or higher while utilizing a cart.
- Ability for perform repetitive hand motions for extended periods of time.
- Visual acuity sufficient to read various font sizes.

ACKNOWLEDGEMENT

I understand this job description and its requirements and responsibilities required to fulfill the position. I also understand that the job functions may change as needs evolve.

Employee's Signature

Date