

JOHNSON COUNTY PUBLIC LIBRARY

POSITION DESCRIPTION

TITLE: Shelver

REPORTS TO: Circulation Manager

LOCATIONS: All locations

GENERAL SUMMARY: Under general supervision, accurately sort and shelve library materials, maintain neatness and order of materials; assists with opening and closing procedures, other special projects, responsibilities and duties as required or assigned.

PRINCIPLE RESPONSIBILITIES:

- Creates a courteous, welcoming environment based on customer service principles to all internal and external customers
- Sort and shelve library materials in an accurate and timely manner
- Maintain materials in an attractive and correct order by blocking, cleaning and straightening the material on the shelves
- Assist with library opening and closing procedures. Maintain the neatness of the library by periodically reshelving materials left on tables, chairs, etc.
- Assist with other special projects, responsibilities and duties as assigned

QUALIFICATIONS:

Education/Experience:

- Ninth grade reading and math ability

Knowledge, Skills, Abilities:

- Ability to sort and shelve accurately and neatly, alphabetically, numerically within specified time limits
- Ability to follow written and oral instructions
- Ability to communicate effectively with the public upon request
- Ability to work cooperatively with other employees

Physical Demands:

- Ability to push 120 lbs. on full book cart
- Ability to lift 15 lbs. repetitively
- Ability to shift books to accommodate new materials-moving 150-300 books
- Ability to reach 72 inches above floor and bend down to floor regularly

The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities, and requirements.

**Although employment with the Johnson County Public Library is for a particular position at a certain location, the Library reserves the right to reassign an employee based upon the needs of the library system.*