

POSITION DESCRIPTION

POSITION: Shelver

LOCATION: Youth Services (Mishawaka Library)

CLASSIFICATION: 1-Shelver

FLSA Status: Non-Exempt

HOURS OF WORK: Part Time/12 hours per week:

Tuesday: 4 hours, flexible
Thursday: 4 hours, flexible
Saturday: 1-5 p.m.

WAGE: \$7.50 per hour

BENEFITS: As specified in the latest edition of the staff handbook or as amended by the Board of Trustees.

DIRECT SUPERVISOR: Youth Services Coordinator

QUALIFICATIONS AND WORK SKILLS:

1. Must be at least 16 years of age and able to obtain a valid work permit.
2. Basic computer skills required.
3. Basic math and reading skills.
4. Knowledge of alphabetizing and the Dewey decimal system.
5. Ability to communicate and work harmoniously with patrons and MPHPL employees.
6. Ability to work independently while utilizing good time management skills.
7. Ability to learn new skills and follow directions.

RESPONSIBILITIES AND DUTIES:

The purpose of this position is to perform basic shelving duties and assisting with other departmental tasks as needed.

ESSENTIAL JOB DUTIES:

1. Shelf books, pamphlets, magazines, and other returned materials.
2. Answer the telephone and direct calls to appropriate people.
3. Ability to work independently using good organizational skills.

4. Use the library's automated circulation system to assist patrons.
5. Any other duties as may be assigned to insure the smooth operation of the library.

PHYSICAL REQUIREMENTS:

1. Ability to frequently pull a loaded book cart across the rooms to shelving areas.
2. Ability to frequently lift and carry 20-30 pounds of books to shelving or work areas.
3. Ability to constantly stand, bend or stoop to shelve books for extended periods of time.
4. Ability, stamina, and balance to perform basic movements frequently. These movements could include squatting, bending and stooping, marching, turning in circles, and lifting arms overhead.
5. Ability to occasionally sit for short periods of time while keyboarding or typing.

Key:

Constant Physical Requirement: 67% or more of the day

Frequent Physical Requirement: 33-66% of the day

Occasional Physical Requirement: 0-32% of the day

Revised April 2017