

# Job Description

| Human Resource Use Only |    |
|-------------------------|----|
| Position Number:        |    |
| Step/Grade              | L3 |
| Effective Date:         |    |

## POSITION IDENTIFICATION

|                 |                                  |
|-----------------|----------------------------------|
| Position Title: | Shelver                          |
| Department:     | Library                          |
| Status:         | Part-time; nonexempt             |
| Workweek:       | Varies within open library hours |

## SUPERVISORY RELATIONSHIPS

|                      |                                 |
|----------------------|---------------------------------|
| Reports to:          | Circulation Manager             |
| Directly Supervises: | No supervisory responsibilities |

## POSITION PURPOSE

This position prepares, sorts, shelves, and retrieves library materials in a timely and accurate manner to ensure patrons and staff are able to locate items of interest quickly and easily.

## ESSENTIAL DUTIES

- Maintain the order and neatness of collections throughout the library
  - Sort material prior to shelving if necessary
  - Inspect contents of returned material to ensure accuracy and completeness
  - Shelf material to proper locations throughout the library with a high attention to detail
  - Shift library material as needed
  - Shelf-read to ensure correct order and location of material
- Retrieve material for staff and patrons
  - Search for library materials from printouts and lists
  - Provide patrons with basic directions to library locations or refers to appropriate personnel
- Enforce the library's policies and procedures and works to support safety and security of the building and grounds

## OTHER DUTIES

- Other duties as assigned

## MINIMUM POSITION QUALIFICATIONS

|                          |                             |
|--------------------------|-----------------------------|
| Education                | None                        |
| Experience:              | None                        |
| Certifications/Licenses: | None                        |
| Other Requirements:      | Minimum age requirement: 16 |

## KNOWLEDGE, SKILLS, & ABILITIES

- Strong verbal and written communication skills
- Ability to represent the library in a responsible, professional, and trustworthy manner
- Ability to adapt to changes in the work environment
- Ability to maintain a calm demeanor under stressful or unsettling circumstances
- Ability to follow detailed verbal and written instructions

- Ability to work independently with minimal supervision
- Ability to work efficiently while paying close attention to detail
- Ability to establish and maintain cooperative and courteous working relationships
- Ability to meet the flexible scheduling needs of the library
- General mathematics skills
- Basic general computer skills, including keyboarding, word processing, and email
- Ability to use library and general office equipment, such as computer, printer, photocopier, scanner, and telephone
- Ability to perform repetitive, routine procedures

## BACKGROUND CHECKS

- Condition of Employment

## PHYSICAL DEMANDS

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Manual Dexterity:</b>   | Work requires the ability to circulate actively and continuously through the library space. This position requires alertness, ability to observe public behavior, and quick response to emergency situations.                                                                                                                                                                                                                                                                   |
| <b>Physical Effort:</b>    | The employee is regularly required to exert light to medium physical effort in light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus. |
| <b>Working Conditions:</b> | The noise level in the work environment is moderately quiet. Work is normally indoors with controlled climate conditions. Work will require mobility during special events and programs. Employees may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions for purposes of accomplishing the essential functions of the job. Potential travel to meetings outside of the library.                                        |

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.