

**Petoskey District Library**

**Job Description**

February 2024

**Library Shelver**

Supervised By: Department Supervisor  
Supervises: N/A  
FLSA: Non Exempt  
Wage Range : \$13.50 – \$20.25 / hour

We are passionate about building and sustaining an inclusive and equitable environment for all staff and patrons. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and serve our community.

**General Summary:**

Library Shelver will be employed under the direct supervision of the Department Supervisor. This is a regular part-time position.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Shelf materials, shelf read, and adjust collection as needed to maintain shelf order
2. Help with the opening and closing of department library
3. Be accountable in relation to Library Policies, Procedures and departmental routines
4. Read and respond to Slack messages
5. Assist at the departmental service desk and other areas when needed
6. Arrange book displays
7. Straighten and maintain service department area (including the dusting of shelves and incidental "spot" cleaning)
8. Perform related work as required and other tasks as assigned by the Department Services Supervisor, other Supervisors or the Director

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Computer skills, a working knowledge of Microsoft Office, library skills, knowledge of emerging technologies are preferred.
- Knowledge of the Dewey Decimal system or a willingness to learn.
- Ability to alphabetize, quickly and efficiently
- Ability to change work priorities as needed.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public and other employees. As regards to the public, this means that children and teens are accorded the same degree and quality of service as any other patron.
- Ability to work independently and with attention to detail.
- Ability to work a flexible schedule, including nights and weekends.

#### **Physical Demands and Work Environment:**

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to reach with hands and arms, and use hands to finger, handle, or feel. The employee must frequently lift and/or move light-weight objects. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. While performing the duties of this job, the employee regularly works in a library setting. The noise level in the work environment is usually quiet to moderate.

*The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities or requirements.*