

## SUPPORT SERVICES ASSISTANT/SHELVER (PART TIME)

Reports to: Asst. Director/Head of Support Services      Department: Library  
Position Control No.: 7627       Exempt  Non-Exempt  
 Full Time  Part-Time  Seasonal

Department Head Approval: Beth Ryker Steiner\_\_ Date: \_\_08/16/2017\_\_

### **JOB SUMMARY:**

The library shelver, under the direction of the Asst. Director, shelves returned materials and keeps assigned shelves in order by straightening and reading the shelves.

### **ESSENTIAL FUNCTIONS:**

1. Re-shelves materials after they are returned to the library.
2. Straightens and displays magazines and newspapers.
3. Checks in materials, using computer equipment.
4. Staffs the circulation desk.
5. Answers the telephone for the circulation department. Calls patrons to notify them of missing items, overdue items or holds.
6. Must be able to operate computer equipment, printers and copiers.
7. Provides directional information and answers basic information about the collection, policies and procedures of the library.
8. Registers patrons for library cards.
9. Operates computer terminals, photocopiers and other office equipment.
10. Enters patron information in the database.
11. Checks shelves for reserve, lost, overdue or other items.
12. Must be able to work evenings and Saturdays.
13. Other duties may be assigned.

### **QUALIFICATIONS:**

1. At least two years of High School education or the equivalent.
2. Ability to communicate effectively in English with staff and patrons of all ages. Ability to use English grammar correctly.
3. Good knowledge of the English alphabet.
4. Good skills in basic business mathematics to include making change, calculating due dates, and basic arithmetical skills.
5. Strong attention to detail.
6. Basic keyboarding skills.

### **PHYSICAL REQUIREMENTS:**

1. Must be able to push and pull book carts up to 50 pounds.
2. Must be able to stand for extended periods of time and to retrieve materials from high or low shelves.
3. Must be able to perform repetitive tasks using fingers, hands, and arms.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date