

Fox River Valley Public Library District
Job Description

Job Title: <i>Shelver</i>	Grade: <i>2</i>
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Department: <i>Account Services</i>
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Primary Location: <i>Dundee Library</i>
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Reports To: <i>Shelver Supervisor</i>
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Education Required: <i>High school diploma and/or equivalent work or volunteer experience</i>	Type of Position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Intern <input type="checkbox"/> Volunteer	Hours: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
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General Description:

Under the administration of the Assistant Director of Support Services and the supervision of the Shelver Supervisor, is responsible for re-shelving materials, shifting as necessary and maintaining order in the library's print and A/V collections

Essential Functions of the job:

- *Delivers positive customer service experiences in locating library materials and navigating library services*
- *Organizes and shelves material in proper location*
- *Maintains the order and appearance of materials on the shelves*
- *Prepares materials in transit to other libraries and maintains transit bins in preparation for pick-up*
- *Processes manual check-ins from delivery and returns*
- *Assists patrons with check-out/return stations, locating holds and making electronic payments*
- *Answers directional questions*
- *Empties outdoor returns*
- *Replenishes popular collection displays*
- *Retrieves and processes materials that patrons have placed on hold*
- *Checks materials for missing parts or damage*
- *Attends meetings and workshops*
- *Checks library email and responds to messages*
- *Exercises judgment in consulting/referring questions to service desks, Managers, or Person in Charge*
- *Maintains an awareness of district programs and activities*
- *Maintains the overall appearance of the department and public areas*
- *Promotes the library district by using good public relations practices*
- *Performs other duties as assigned*

Knowledge and Skills:

- Ability to work and communicate effectively with the public and staff
- Ability to show initiative and exercise good judgment in making decisions and referrals
- Ability to follow projects through to completion
- Understanding of overall library operations including budget
- Ability to use computer, keyboard and telephone
- Ability to bend, lift, push, pull, stoop and carry

Supervisory Responsibilities: No**Competencies:**

Emotional Intelligence - Aware of own strengths and opportunities for growth; Self-motivated to pursue training and personal development; Manages own emotions in stressful situations.

Ethics - Treats others with respect; Maintains confidentiality and inspires the trust of others; Works ethically and with integrity; Follows administrative policies and procedures; Upholds organizational values.

Communication - Listens to understand and requests clarification when needed; Responds thoroughly and accurately to questions; Speaks and writes clearly and concisely; Reads and understands written information and instructions.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

Adaptability - Readily adapts to changes in the work environment; Deals positively with changes, delays, or unexpected events.

Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others; Proficient in applicable CCS Core Competencies.

Dependability - Takes responsibility for own actions; Keeps commitments; Completes assigned tasks.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Uses time efficiently.

Problem Solving - Recognizes problems and responds with solutions.

Computer Skills: Working knowledge of Microsoft Office Products, the internet, email and databases; Experience with integrated library system software

Other Qualifications: Must be willing to work evening and weekends.

Travel: Some local travel may be required of the position

Work Environment: *Noise level in the work environment is quiet to moderate*

Physical Demands:

- *Must be able to hear, comprehend and respond to the library user in person*
- *Must have visual ability to see computer screen, read call numbers and bar codes on books*
- *Must be able to manipulate computer keyboards, and calculator*
- *Must be able to lift and carry bags of books or boxes weighing up to 40 pounds*
- *Must be able to reach a height of greater than 60"*
- *Must be able to walk distances of more than 50 feet within the building to shelve or retrieve materials*
- *Must be able to push a cart of books weighing 100 pounds or more*
- *Must be able to bend to reach lower shelves*
- *Must be able to move or carry chairs, tables and other minor furniture*
- *Must be able to lift, move and rearrange shelves*
- *Must be able to sit or stand for extended periods during the work period*
- *Must be able to use a stool or ladder, stoop, kneel, crouch and crawl*
- *Must be able to work a varied schedule as library needs dictate, including days, evenings, and weekends*

Safety and Risk Management Responsibilities:

Employees are responsible for complying with safe work rules; reporting all accidents and injuries immediately; cooperating in all accident and injury investigations; reporting defective equipment and unsafe conditions