

PARK RIDGE PUBLIC LIBRARY
JOB DESCRIPTION

Job Title: Shelver

Department: Patron Services

Reporting Relationship:

Reports to Patron Services Assistant Manager

Position Summary:

The purpose of this job is to ensure materials are re-shelved promptly and collection order is maintained.

Essential Job Duties and Responsibilities:

- Interacts positively with people of all ages and temperaments
- Accurately shelves Library materials
- Maintains collection order by shelf reading
- Sorts, straightens and shifts Library materials
- Keeps department areas neat and orderly
- Searches for and pulls materials as needed
- Provides basic directional assistance to patrons
- Assists with simple clerical tasks
- Ability to be flexible in scheduling based on the needs of the department/team
- May assist with training and onboarding of new staff
- May assist with special projects
- Other duties as assigned

Qualifications:

- Must be 16 years of age
- Ability to file alphabetically and numerically according to Dewey Decimal Classification
- Ability to work independently and to complete assigned tasks accurately

Working Conditions/Physical Requirements:

- Ability to stand, kneel, and stoop for long periods of time
- Ability to lift and carry materials
- Ability to push and pull a loaded book cart in excess of 75 pounds
- Ability to read printed information on materials on bookshelf
- Ability to reach and complete repetitive movements
- Ability to balance on stool to reach materials

The Library reserves the right to modify this and every job description in whole or in part at any time.

The Park Ridge Public Library is an Equal Opportunity Employer and will make reasonable accommodations to disabled persons in performing his/her job responsibilities.