CITY OF NEWBERG
POSITION DESCRIPTION

Class Title: Library Shelver
Department: Community Service
Division: Library
Date: October, 2014

Range Number: Hourly

Location: Library

GENERAL PURPOSE

Performs a variety of routine clerical and manual work in shelving library materials.

SUPERVISION RECEIVED:

Works under the close supervision of the Circulation Managing Clerk. Works under the direction of the Assistant Library Director.

SUPERVISION EXERCISED

None generally. May exercise limited supervision over volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Shelving library materials.

Checks library material in.

Processes overdue charges and fines;

Performs routine maintenance on books and other materials, such as mending covers, replacing barcodes.

Answers telephone calls and provides information or refers patrons as appropriate.

Assists in maintaining library collections and facilities by picking up toys; straightening books, chairs, shelves, papers and magazines; changing calendars; and emptying waste containers and book drops.

Maintains necessary operating records.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, setting up tables and chairs for programs, etc.

PERIPHERAL DUTIES

Assists in carrying-out special programs, including assistance in refreshments, setting up, etc.

May assist in checking out materials to users or assisting them in the use of the self-check devices.

Assists staff in the performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from or attendance at high school or GED,
(B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of the principles and practices of modern library systems and programs;
(B) Skill in operation of listed tools and equipment.
(C) Ability to accurately maintain library systems; Ability to orally communicate effectively; Ability to establish and maintain effective working relationships with patrons, employees, supervisors, and the general public.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Library computer system; calculator; internet; copy machine; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 frequently required to walk, sit and talk or hear. The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 50 pounds, the employee must be able to push and maneuver loaded book carts. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here 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. The work environment also includes emptying the outdoor book drop in all types of weather.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: October, 2014
Revision History: September. 1995, Revised August, 2002, Changed from Page to Shelver July, 2004; Revised July, 2013