

BLUE HILL PUBLIC LIBRARY Job Description	
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Position Title:	Shelver aka "Shelvinator"
Reports To:	Assistant Director
Supervises:	n/a
FLSA Status, classification:	Non-exempt, hourly; casual labor
Last Revised/Approved:	March, 2014

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Promptly & accurately shelve books and other materials. Other projects as assigned.

REQUIRED COMPETENCIES:

1. Knowing basic library skills and procedures.
 2. Interacting with and assisting patrons in the use of the library facility and services.
 3. Using an automated Catalog/Circulation system as needed.
 4. Exercising tact, initiative, independent judgment and confidentiality consistent with library policy.
 5. Establishing and maintaining effective working relationships with staff and a positive support/service attitude with the public.
 6. Communicating effectively in person.
 7. Ability to switch easily from one task to another.
 8. Ability to maintain the work schedule.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent 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 regularly required to walk, talk and hear, read, write, and use hands and fingers to operate a standard computer keyboard. The employee is frequently required to stand and walk.

The employee must have the physical strength and dexterity to handle items and boxes up to 25 pounds in weight, to transport loaded book carts, and to reach items on high and low shelves.

Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

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

General office conditions most of the time. In addition to regular daytime hours, this position will require some irregular shifts.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

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