

# Job Description

<b>Position:</b>	Shelver
<b>Reports to:</b>	Circulation Supervisor
<b>FLSA Classification:</b>	Non-exempt
<b>Revision Date:</b>	5/27/2026

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## Position Summary

Responsible for accurately shelving and maintaining the organization of shelved library materials.

## Duties

1. Accurately shelve, shift, and organize library materials.
2. Perform regular shelf maintenance, including reading and straightening assigned sections.
3. Retrieve requested materials and complete customer item request lists.
4. Assist with processing incoming and outgoing deliveries.
5. Monitor and empty outdoor book drops.
6. Help with library opening and closing procedures.
7. Promote a welcoming and respectful atmosphere for all patrons.

## Qualifications

1. Must be 16 years old or older.
2. Able to arrange items in a certain order according to a specific set of rules.
3. Good verbal and written communication, listening, and interpersonal skills.
4. Ability to exercise initiative and independent judgment while also working collaboratively as part of a team.
5. Strong organizational and time-management skills with keen attention to detail.
6. Basic knowledge of computers, including Microsoft Office, web browsers, and familiarity with library software.
7. Basic knowledge of public library functions and purpose, with eagerness to learn new technologies and library procedures.
8. Ability to establish and maintain effective working relationships with staff and patrons.
9. Valid driver's license and successful background check required.

## Essential Physical Abilities and Attendance

1. Regularly required to stand for up to 4 hours at a time, lift materials or push carts up to 30 lbs., and reach high or low to access or return materials to designated places.
2. Ability to work assigned shifts, which will include weekday evenings and weekends. Provide adequate notice when time off is needed.

*This job description is not exhaustive, and additional duties may be assigned to meet the needs of the Library.*

