

Job Description

Position: Library Shelver

General Summary: To perform a variety of tasks involved in the arrangement and order of library materials in the general maintenance and upkeep of the library.

Essential Job Duties:

- Sorts, shelves, and files various library materials accurately according to library classifications systems (alphabetic, numeric, and alphanumeric).
- Reads shelves for accuracy and shelves misplaced items.
- Checks shelves for missing library materials.
- Maintains shelves by straightening, shifting, and monitoring the condition of library materials.
- Using excellent customer service skills, establishes and maintains effective working relationship with other employees and all members of the general public.
- Checks books in and out.
- Answers the telephone; answers questions appropriate to skill level.
- Performs various procedures prior to closing the library: turning off lights, straightening chairs, picking up materials from tables, etc.
- Performs various housekeeping tasks such as dusting the shelves and straightening library appearance.
- Other duties as requested or assigned.

Job Requirements

- Must be 16 years of age or older to apply.
- Must be able to work evening and weekends.
- Must be able to stand, bend, lift, stoop, crouch, and push fully loaded book carts.
- Must be able to learn how to file accurately and quickly by alphabetical, numerical, or Dewey Decimal order.
- Must be able to learn library procedures and library computer system.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationship with co-workers and the public.
- Able to repeatedly lift up to 15 lbs, place and arrange materials on shelves ranging from the floor level to 7' high.
- All employees are required to participate in our payroll direct deposit program.
- Knowledge of modern office equipment and software preferred.
- Bi- or multi-lingual preferred.

Hours: Part-time/Hourly position, approximately 16 hours per week. Requires day, evening and weekend hours.

Salary: \$15.00 per hour starting DOQ

Interested persons should complete an application form, which can be picked up at:

62 Public Square
Monmouth, IL 61462

The Warren County Public Library is an equal opportunity employer.