

# Ridgefield Library Association

## Job Title:

Shelver

## Reports to:

Collection Management Department Head

## Purpose:

Supports the successful operation of the Library by shelving and organizing library collection materials. This position operates under the supervision of the Collection Management Department Head and is also expected to use independent judgment.

## Essential Duties:

- Maintains availability of library materials by shelving books and other materials, reading the shelves and organizing materials into their proper sequence, and assessing materials for condition.
- Helps patrons locate needed materials and refers patrons to other appropriate assistance.
- Attends meetings as determined by Department Head.
- Maintains a safe and welcoming environment.
- Maintains a professional demeanor in all interactions.
- Performs other duties as assigned.

## Knowledge & Skills:

- Excellent attention to detail.
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees.
- Ability to communicate effectively both orally and in writing.
- Ability to work independently and as a team member.
- Ability to work with limited supervision.
- Ability to learn, adhere to and enforce all Library policies and procedures.
- Ability to learn and embody the Library's Mission, Vision and Values.
- Ability to learn and use Library technology and equipment as necessary.
- Working knowledge of or ability to learn the Dewey Decimal System.
- Working knowledge of or ability to learn general library terminology.
- Working knowledge of or ability to learn organization of Library materials.

## Physical Requirements:

- Ability to lift up to 40 pounds.
- Ability to push and pull carts weighing up to 80 pounds.

## Qualifications:

- High school diploma or equivalent.
- Library experience preferred.

## Position:

- The Shelver position is a part-time, non-exempt, hourly position.
- Work is in-person, on site for up to an average of 12 hours per week.