

AMHERST PUBLIC LIBRARY
JOB POSTING

Job Title: Shelver

Immediate Supervisor: Circulation Manager

Hours: 4:30pm – 8:30pm Tuesday and Thursdays.
Evening and weekends required as needed.
4-15 hrs. per week

Pay: \$8.30 p/hour

General Job Description:

The shelver puts away and maintains library materials in proper order. The shelver maintains an overall pleasant appearance of *all* stack areas and assists with other related duties as assigned. The shelver is responsible, reliable, pays attention to detail and projects a positive and pleasant attitude to the public and staff.

Necessary Qualifications:

Must be at least 16 years old and have the ability to follow written and oral instructions. Must be able to learn the Dewey Decimal System and other library filing systems. Must be able to courteously refer patrons to the appropriate service desk for any needed assistance. Must be able to lift up to 50 pounds and push and/or pull 100 to 300 pounds. Must be able to get down to, and up from, a kneeling position *repeatedly* to shelve items on lower shelves. Must be able to step up on a step stool, balance, and stretch for higher shelves. Must be able to shift entire rows of books when needed. Must have clear enough eyesight to read the spine of the book and little labels and numbers accurately for long periods of time. Must be able to assist in other departments upon request. Must have ability to establish and maintain positive interpersonal relationships with staff and patrons. Must have ability to dress and act in professional manner.

Work Environment:

This position is performed mostly indoors but does require getting the outside book drop several times a day. This can include dealing with inclement weather.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of the Amherst Public Library.

Ask for a job application at the front desk or find it on-line. Fill out the job application and return it along with your resume' to the front desk. Attn: Circulation Manager.