

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
SHELVER	NON-EXEMPT
Division	Pay Grade
CIRCULATION & BRANCH SERVICES	15

JOB SUMMARY

Shelves, organizes and inspects library materials in an assigned area. Participates in closing procedures, checks-in materials and works in the sort room as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Meets patrons at their point of need.
4. Clears red shelves in an assigned area during shifts.
5. Straightens shelves in an assigned area every day. If other Shelves are not scheduled, then the individual in this position straightens all shelves in the library.
6. Shelves library materials in an assigned area.
7. Shifts materials as needed to provide adequate space for materials on shelves. Informs Circulation & Branch Services Assistant Manager/Readers' Advisory Librarian if signage needs to be changed due to shifting.
8. Ensures that damaged and worn items are not shelved. Takes these items to designated area.
9. Monitors item returns. Checks in items as directed using sort system. Collaborates with other Shelves, supervisor and Sort Room Clerk to work as a team to provide sort room coverage.
10. Puts items on carts for shelving in order.
11. Troubleshoots computers and sort system.
12. Follows proper protocol in reporting issues with the sort system to Information Technology Services and Facilities.
13. Completes duties at closing according to the closing checklist.
14. Reads shelves to make sure library materials are in accurate numeric or alpha/numeric order for at least four 15-minute shelf readings a week.
15. Notifies Circulation & Branch Services Assistant Manager/Readers' Advisory Librarian with issues in shelving.
16. Works Greeter Desk as assigned.
17. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- At least 16-years old; and
- Demonstrated ability to read; and
- Demonstrated ability to file, or learn to file, alphabetically and numerically.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Accurate numerical and alphabetical filing skills.
- Exhibits good time management and organizational skills.
- Ability to work independently with limited supervision.
- Ability to maintain a high volume and quantity of work.
- Ability to learn a variety of software programs related to library operations including word processing and integrated library systems.

REPORTING RELATIONSHIPS

Reports to: Circulation & Branch Services Assistant Manager/Readers' Advisory Librarian

Supervises: None

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and stacks of materials from one location to another.

LATEST REVISED DATE 06/18/2021