

The Library Shelver maintains an orderly environment in the stacks, reference and display areas of the library by shelving, retrieving, organizing, repairing and discarding library materials. This position requires strong organizational, communication, and computer skills, medium to high understanding of Microsoft Windows, Office, and circulation software suites and the ability to learn new software platforms. This position demands strong inter-personal skills and the ability to work well with others with a professional, friendly demeanor. This position also requires the ability to work with multiple interruptions and maintain prioritization of tasks.

This position is part-time. The average scheduled work week will consist of Monday, Tuesday, and Thursday nights 5-9PM plus a Saturday rotation, with additional hours/shifts as scheduled at the discretion of the Library Director.

Previous or current library employment or volunteerism is not required, though preference may be given to those applicants with prior experience. This position directly supports the library mission statement: *To enrich our community and inspire lifelong learning by uniting people, ideas, and information.*

This position is evaluated via observation, patron feedback, and directed task completion.

This position reports directly to the Library Director and indirectly to the Service Manager, Adult Services Librarian, Youth Services Librarian, Technical Services Librarian, and Library Board.

This position does not have any direct reports.

Job Responsibilities: Primary tasks are to shelve, retrieve and organize (shelf read) collected materials according to alpha-numeric or Dewey class or other library filing system as deemed suitable by the Director or Librarian. Additional tasks are not limited to: answering directional and informational questions from patrons and staff, assess materials for damages, empty interior and exterior book drops, circulation (check in and out of items to patrons) tasks as assigned, assist with preparation for Library displays, events and programs, and other tasks as assigned.

Environmental & Physical Requirements: Located in a climate controlled indoor environment, with occasional outdoor activity for short periods of time. Most time is spent standing, walking, or pushing a book cart, with kneeling, stooping, reaching, and occasional climbing while handling materials. Individual item handling is required by grasping, pulling, pushing, and holding with one or both hands. This position requires pushing or pulling a cart up to 300 pounds and handling individual materials up to 30 pounds.

Job Qualifications: Must be read and write literate in English, bi-lingual candidates are encouraged to apply. Must be able to follow written and / or oral instructions. Must be able to work with minimal or no direct supervision. Must pass pre-employment screening as determined by Library Director. Must pass background screenings as outlined by the State of Pennsylvania for those working with children (Mandated

Reporter training) not limited to Pennsylvania Child Abuse History Clearances, Pennsylvania Criminal Records Checks, and Federal Bureau of Investigation Criminal Background Checks.

If Qualified, please send copy of resume, letter of introduction & available clearances to aresh@cliu.org by December 30, 2017 with "Job Opening" and your name in the subject line. Interviews will be scheduled on a rolling basis – no walks ins please.