

GEAUGA COUNTY PUBLIC LIBRARY
PART-TIME – 16 hours per week
EMPLOYMENT OPPORTUNITY

Position Title: Shelver
Classification: Library Aide 1
Hours /FLSA status: **16 hours** per week. Part-time. Non-exempt.
Varied schedule of mornings, afternoons, evenings and weekends
Location: **Middlefield, 16167 East High Street**
Reports to: Head of Circulation
Staff Supervised: None
Rate of Pay: \$8.55 (Ohio minimum wage)

Position Summary: Keeps the library and its materials in proper order by accurate shelving and shelf-reading of library materials. Maintains the general neat appearance of the library and its collections.

Essential Job Functions: *This list is illustrative, but not exhaustive for this position.*

- Accurately sorts and verifies all library materials, including sorting mail.
- Shelves or stores all library materials in proper order.
- Processing and deleting magazines and newspapers. Logs in newspaper/investment guides
- Responsible for filling holds. Empties book drops.
- Keeps library neat by clearing tables of materials and straightening furniture. Replacing book covers and cleaning children's books
- Other duties as assigned.

Minimum Knowledge, Skills and Abilities:

- High school diploma or equivalent or working toward a high school diploma or equivalent.
- Must have basic computer skills.
- Must have a friendly and cooperative manner in dealing the public.

Physical Requirements:

- Able to lift at least 40 pounds. Able to lift and remove multiple books from shelves to accomplish shifting of books.
- Able to push or pull full book carts and book drops.
- Able to bend, stretch walk and/or kneel in order to shelve books on both the highest and lowest shelving, as well as set up chairs and tables in meeting rooms
- Able to shelve in alphabetical and numerical order.
- Able to use hands and fingers, grasp, handle, feel or operate objects, tools or controls.
- Able to stand and balance on a kick stool while shelving.
- Able to read a computer screen and book/media spine labels.
- Able to shovel snowy walkways and salt same.
- Ability to be flexible and adapt to library needs in a changing work environment.

Scheduling Needs: Must be able to work a varied schedule, including mornings, afternoons, evenings, and weekends.

Deadline: Position open till filled.

If interested provide: Resume, work references and Geauga County Public Library application. Application form available online at: GCPL website <http://divi.geaugalibrary.net/>

Apply to: GCPL.recruiting@geaugalibrary.net or send to Geauga County Public Library – Administrative Center, 12701 Ravenwood Drive, Chardon, OH 44024

Posting date: 12/11/2018