



Geauga County  
**Public Library**

## Part-Time Position

### 12 hours per week

Position Title: Shelver – Geauga West Library  
Classification: Library Aide 1  
Hours /FLSA status: **12 hours** per week. Part-time. Non-exempt.  
Varied schedule of evenings and weekends  
Location: 13455 Chillicothe Road, Chesterland  
Reports to: Head of Circulation and Shelving  
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 evenings, and weekends.

**Deadline:** Applications received by May 1, 2019 will receive first consideration. Position open till filled. If interested provide: Resume, work references and Geauga County Public Library application. Application form available online at:

[http://geaugalibrary.net/newsite/images/PDF/job\\_Application\\_March\\_15\\_2016.pdf](http://geaugalibrary.net/newsite/images/PDF/job_Application_March_15_2016.pdf)

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

Posting date: 4/23/2019