

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: LB022 Library Shelver
POSITION #/TITLE: ALL Library Shelver	Adopted: 05-01
	Revised: 06-16

POSITION DESCRIPTION

Dept: Cedar Rapids Public Library	Manager Level: Non-Manager
Salary Plan/Description: LIB/Library Bargaining	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 0560/NB012/Library Services Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Hourly)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Alpha-numeric Ability Test
Personal Protective Equipment: None	

General Statement of Duties

Organizes and shelves library materials and empties book returns.

Distinguishing Features of the Class

Works under the supervision of the Library Shelving Supervisor.

Examples of Essential Work (Illustrative Only)

Shelves all types of library materials according to a pre-determined system;
 Reads shelves to ensure materials are in proper order;
 Clears reading tables and re-shelving areas;
 Assists with the Automated Materials Handling system, and pulls traps and removes holds to get materials into the hands of customers as quickly as possible;
 Processes incoming and outgoing materials deliveries;
 Conducts searches for missing library materials;
 Sorts mail; prepares packages and letters for mailing;
 Assists with inventory of library collections according to a pre-determined system;
 Assists with training new library shelvers under the direction of their supervisor;
 Promotes positive relations with library patrons;
 Provides directional information to the public;
 Shovels snow and does lawn work;
 Runs library errands;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of alpha-numeric filing;
 Acquired knowledge of Dewey decimal filing system;
 Skill in interpersonal relations as applied to contacts with the public and co-workers;
 Skill with placing materials in alphabetical and numerical sequences;
 Ability to work accurately and rapidly;

Ability to understand oral and written instructions;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

No prior experience required; however, requires passing score on Alpha-Numeric Ability Test.

Required Special Qualifications
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None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written materials;
Sufficient manual dexterity, which permits the employee to grasp and shelve library materials;
Sufficient personal mobility, which permits the employee to reach, bend, lift and kneel in order to shelve materials.