

University City Public Library Library Shelver – Part-time

Description

- Sort and shelve library materials
- Retrieve interlibrary loan materials
- Maintain order in stack areas
- Clear study areas of books and magazines no longer in use by patrons
- Clean, inspect and shelve returned audio-visual materials
- Retrieve AV materials from workroom for circulation staff
- Retrieve materials from outside book drop
- Other related work as requested

Requirements

- Knowledge of and/or ability to quickly learn Dewey Decimal system
- Ability to file numerically and alphabetically
- Ability to follow written and oral instructions
- Ability to work without supervision once trained
- Ability to work cooperatively with public and coworkers
- Good interpersonal skills

Essential physical abilities to be accomplished with or without reasonable accommodation:

- Clarity of speech and hearing which permits the employee to communicate effectively with the supervisor and other employees.
- Vision which permits the employee to produce and review a wide variety of library materials, written correspondence, reports, and related materials in both electronic and hard copy form.
- Manual dexterity which permits the employee to operate a keyboard and any other assigned equipment to process library materials.
- Personal mobility which permits the employee to monitor, supervise, and perform assigned library operations, and to attend Library district, community, and public meetings at various locations.
- Ability to lift up to 40 pounds; push and pull carts weighing up to 200 pounds; bend, stoop and reach shelving from floor level to 6 feet high; and stand or walk for at least 1 hour at a time.

- Tolerance for dust and mold which permits the employee to work with books and other library materials, as well as work in older buildings.

General requirements for all library employees:

- Ability to establish and maintain effective working relationships.
- Commitment to the library's mission and goals.
- Ability to read, write, and speak English.
- Ability to give and receive instructions in English.
- Alpha-numeric recognition skill.
- Ability to exercise good judgment.
- Ability to use basic office equipment: telephone, fax, e-mail, copier.
- Honesty, punctuality, accuracy, ability to maintain confidentiality.
- Ability to pass a criminal background check.
- One-year probationary period.

This is a part-time job with some flexibility in scheduling. All hours worked will be while the library is open to the public.

TO APPLY: Stop by the library and get an application from the front desk.