

POSITION DESCRIPTION  
**ROCKY RIVER PUBLIC LIBRARY**  
An Equal Opportunity Employer

---

- I. POSITION TITLE:** Shelver
- II. DEPARTMENT:** Circulation Services
- III. IMMEDIATE MANAGER:** Circulation Assistant Manager
- IV. FLSA STATUS:** Non-Exempt
- V. POSITION SUMMARY:** Maintains flow of materials received from sort room and delivery system to the public floor. Provides courteous and reliable customer service to patrons.
- A. Responsibilities to Manager**  
In compliance with the core values and mission of the Library, recommends improvements in areas of responsibilities; keeps manager informed of projects, duties, and progress; communicates fully and effectively with manager and fellow employees.
- B. Interrelationship with Other Departments**  
Promotes good communication and full cooperation with all departments to achieve the goals of the Library. May participate in Library teams.
- VI. QUALIFICATIONS:**
- A. Education and Experience:** None. Knowledge of the Dewey Decimal System is *preferred*.
- B. Knowledge, Skills, and Abilities:**
- Ability to tactfully and effectively deal with public, staff, and patrons.
  - Ability to prioritize work with minimal direction.
  - General knowledge of libraries.
  - Ability to maintain confidentiality and use appropriate judgement in handling information and records.
  - Ability to operate computer and web applications, departmental technology, and the Library's automation and email systems.
  - Ability to resolve basic problems.
- C. Personal Characteristics:** Consistently maintains and displays a positive attitude.
- VII. ESSENTIAL DUTIES AND RESPONSIBILITIES:** *This list is illustrative and not be considered exhaustive for this position.*
- A.** Sorts and stages materials to be shelved.
- B.** Maintains proper flow of materials by processing items received through delivery system, by packing and shipping items to other libraries and unpacking and processing items received from other libraries.

- C. Accurately and efficiently shelves items.
- D. Shifts significant portions of collections to make space where needed.
- E. Shelf reads assigned materials to keep them in proper order.
- F. Retrieves items from off-floor storage area as requested.
- G. Assists staff with shelf and display maintenance.
- H. Works at the greeter's desk assisting patrons, answering multi-line phone, and screening passport documents for potential passport applications.
- I. Works with manager to set annual performance goals and objectives that support the Library's core values.
- J. Participates in Library teams, meetings, in-service training, workshops, and conferences.
- K. Maintains knowledge of library profession by attending training and workshops, reviews professional publications, and establishing personal networks.
- L. Maintains paper and digital records/files for respective area.
- M. Assumes additional responsibilities and performs special projects as needed or directed.

**I. PHYSICAL REQUIREMENTS:** Must be available to work evenings and weekends; Ability to regularly lift up to 35 pounds and push/pull cart loaded up to 75 pounds; Ability to reach overhead and stoop to floor level; operate standard business office equipment; travel is required occasionally to attend off-site training sessions and/or meetings.

*This position description is not intended to be a complete list of all responsibilities, duties or skills required for the position and is subject to review and change at any time, with or without notice, in accordance with the needs of Rocky River Public Library. Since no position description can detail all the duties and the responsibilities that may be required from time to time in the performance of the job, duties that may be inherent in a position, reasonably required for performance, or required due to the changing nature of the position shall also be considered part of the position holder's responsibility.*

---

Employee Signature

Date

---

Employee Name