

Job Title: Public Service Assistant (Shelver)
Job Category: Part-time, Non-exempt
Department: Public Service Assistants
Salary: Minimum Wage
Submit Application: Email: resume@twinsburglibrary.org
Fax: (330) 425-3622
Mail: Twinsburg Public Library
Attn: Laura Leonard
10050 Ravenna Road
Twinsburg, OH 44087

ROLES AND RESPONSIBILITIES

The Public Service Assistant (Shelver) is responsible for sorting and shelving returned materials.

ESSENTIAL RESPONSIBILITIES AND DUTIES

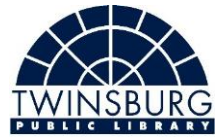
- Works efficiently, accurately, and productively with minimal supervision.
- Interacts pleasantly with Library patrons and refers them to appropriate departments for service.
- Clears abandoned materials from public areas.
- Sorts and shelves all types of library materials in all areas of the library.
- Performs shelf reading in all areas, correcting errors as they are found.
- Rearranges or shifts materials as required.
- Checks library materials for damage and reports damaged materials to supervisor.
- Identifies needs for shelving improvements and reports to supervisor.
- Assists with opening and closing duties, including keeping the library neat and orderly.
- Performs other duties as assigned for the efficient operation of the library.

MINIMUM REQUIREMENTS

Minimum age of 16 and ability to secure a work permit.
Available to work up to 17.5 hours per week, including nights and weekends.

CONDITIONS AT WORK

While performing the duties of this job, the employee is occasionally required to sit and talk or hear, and to use hands to handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee is frequently required to lift up to 50 pounds and push up to 250 pounds. The vision requirements include close vision, peripheral vision, depth perception, and ability to adjust focus.



In addition, the employee is required to:

- Lift, carry, and grip individual books weighing up to 10 pounds.
- Bend and reach books at floor level as well as 7 ½ feet high (may use step stool).
- Stand for extended time periods, up to 3 hours.
- Move a full cart of books or other library materials, which may weigh up to 250 lbs.
- Read small print on narrow book spines and shelve accurately with attention to detail.

KNOWLEDGE AND SKILLS

Some knowledge of library materials.
Some experience working with computers.
Ability to follow oral and written instructions.
Basic math and alphabetization skills.

I have read and understand this job description and acknowledge that it does not constitute a contract.

Signature _____

Date _____