

## **Job Announcement** **Rochester Hills Public Library Shelver**

**Position:** Shelver (8-12 hours per week, evening and weekend hours)

**Department:** Adult Services

**Wages:** \$10.40/hour

**Benefits:** Flexible work environment, professional development workshops and training.

Optional benefits: deferred compensation plan, flexible medical reimbursement plan, and/or dependent care.

### **Important Dates**

**Deadline for applications:** Until filled

**Decision anticipated:** ASAP

**Starting date:** ASAP

### **Job Description**

A provisional Shelver returns items to the appropriate location and keeps them in the proper order.

### **Primary Job Duties**

- Work patiently, empathetically, and respectfully with the public
- Sorts and shelve books, magazines, and other materials
- Shelf reads to keep materials neat and in proper order
- Answers basic directional questions for the public
- Refers members of the public to the appropriate service desk for assistance
- Brings problem items (e.g. in poor condition, mislabeled, etc.) to the appropriate staff member
- Prepares for emergencies and helps maintain a safe work environment
- Performs related duties as required

### **Qualifications**

- Age 14+ with State of Michigan work permit
- Age 16+ with work permit issued from home school
- Ability to learn general library skills and routines
- Knowledge of alphabetical, numerical and decimal system of arrangement
- The desire to meet the public and serve patrons of all ages and abilities
- Positive attitude toward accommodating library users living with disabilities
- Inspired to provide exceptional customer service
- Excellent communication skills, both written and verbal



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- Ability to communicate effectively with coworkers in a fast-paced environment
- Dependable and flexible work habits
- Demonstrated ability and/or experience working with Windows-based computers, in
- several software applications
- Ability to work independently and assume responsibility

**Requirements of the role**

- Physical:
  - Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
  - Standing or sitting for periods of time
  - Writing or typing to complete work-related documents
- Mental:
  - Is accurate
  - Able to maintain confidentiality of library records and administrative matters
  - Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
  - Able to interact and work effectively with customers, supervisors, coworkers and volunteers
  - Able to retain concentration and poise despite numerous interruptions
- Environmental:
  - Normal interior environment
- Travel:
  - <5% (attendance at local library workshop)

**The Rochester Hills Public Library is an Equal Opportunity Employer.**

**Application:** Please fill out an employment application at <http://www.rhpl.org/jobs> and attach a cover letter and resume. If you have questions about the position, please direct them to:

Mary Vander Linde, Adult Services Librarian  
 (248) 650-7138  
 mary.vanderlinde@rhpl.org



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