

Job Announcement
Rochester Hills Public Library Shelver

Position: Shelver (4-12 hours per week, including evening and weekend hours)

Department: Adult

Salary: \$10.40

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 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:
 - o 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
 - o Standing or sitting for periods of time
 - o Writing or typing to complete work-related documents
- Mental:
 - o Is accurate
 - o Able to maintain confidentiality of library records and administrative matters
 - o Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
 - o Able to interact and work effectively with customers, supervisors, co-workers and volunteers
 - o Able to retain concentration and poise despite numerous interruptions
- Environmental:
 - o Normal interior environment
- Travel:
 - o <5% (attendance at local library workshops)

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
