

Township Library of Lower Southampton - Job Description

POSITION DESCRIPTION: LIBRARY SHELVER

REPORTS TO: CIRCULATION SUPERVISOR

Hours: 10 hours per week, to be evenly distributed throughout the week. The schedule is flexible and can be arranged between the library and the shelver.

Hourly Wage: \$11

Starting Date: as early as June 9, 2025

General Statement of Duties: The Library Shelver maintains the order of the collections throughout the library by shelving, inspecting, sorting, and searching for materials, and assists with the general upkeep of the library.

Scope of Responsibility:

- A. Managerial: Has no responsibility for the direction of others.
- B. Public Service: Courtesy and tact are required when dealing with others.
- C. Electronic Resources: No responsibility.
- D. Complexity: Work is routine and well-defined with clearly stated and detailed rules and procedures. Independent judgment is exercised on routine matter, with guidance readily available.
- E. Budget Responsibility: None.

Qualifications:

- A. Education: High school degree or current enrollment in high school.
- B. Ability to alphabetize correctly and to understand numerical arrangements with a decimal point.
- C. Works well independently.
- D. Flexibility and ability to adapt to changes.
- E. Good time management skills.

Essential Duties

- A. Sorts and shelves library materials for filing according to library classification systems.
- B. Reads shelves to ensure that they are in order. Shifts materials when necessary.
- C. Checks materials for damage and mislabeling.
- D. Attends training as mandated by Commonwealth Libraries.
- E. Assumes other duties as assigned.

Physical Requirements:

The Library Shelver performs work requiring the exertion of up to 25 pounds of force to lift and move objects, as well as pushing carts holding up to 125 pounds. The job requires repetitive hand motion. The work requires walking, standing, kneeling, crouching, crawling, and reaching. Visual acuity is required for color perception, preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work and observing general surroundings and activities.

To apply: fill out an application at the library, or download an application from our website.

Send to the attention of Sydney Mason or Melissa Overlander at hellofe@buckslib.org.

Applications accepted immediately. Position available as early as June 9.