

**North Canton Public Library
Shelver – Patron Services Department**

The North Canton Public Library is looking for a motivated, detail-oriented individual to assume the position of Shelver in its Patron Services Department. The successful applicant must be dedicated to (1) ensuring that the Patron Services Department is neat and orderly and that its customers and staff members can easily find the materials they are seeking and (2) participating as a team player to enhance the Library's work culture of kindness, respect, and integrity among staff.

Job Title: Shelver – Patron Services Department

Education: High School Diploma **or** Ability to Obtain a Work Permit

Hours: Variable Part Time: up to 19 hours/week, including evening and weekend hours

Salary: \$11.00 per hour

Immediate Supervisor: Patron Services Manager

Responsibilities:

- Accurately and efficiently sorts, loads, transports, and shelves all Library materials according to title, author, date, call number, or other identifying feature
- Provides exemplary customer service by answering directional questions from patrons and assisting them as needed
- Regularly shelf reads to ensure materials on the shelves are neat and in order
- Identifies materials for relocation or repair and submits to supervisor for evaluation
- Cleans and straightens within the department at the end of each shift
- Shifts Library materials as necessary
- Assists with emptying the book drop, inventory, and weeding projects within the department

Qualifications and Requirements:

Ability to work independently and multitask. Ability to helpfully communicate with the public to determine customer needs. Ability to use and understand technology. Ability to analyze needs and situations. Ability to make sound decisions. Ability to work well with others and to promote positive staff and community relations. Ability to follow verbal and written instructions. Ability to follow and apply Library procedures and policies. Must have a thorough understanding of the Dewey Decimal System and proper alphabetization. Must be able to reach high shelves and use a ladder. Must be able to lift, carry, push, and pull 40 pounds. Must be able to bend and reach. Must be able to communicate effectively in English, both orally and in writing.

The preceding statements provide an overview of the job responsibilities and shall not be construed as an all-inclusive statement of duties, responsibilities, or requirements. It does not limit or modify the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. Additional related duties may be assigned.

Applications will be accepted until the position is filled. Please submit a resume including three reference contacts, and a completed job application to Kayla Moles, HR Manager/Deputy Fiscal Officer at kmoles@northcantonlibrary.org.