

**COLUMBIA COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**EMPLOYMENT OPPORTUNITY**

**POSITION TITLE:** Part-time Library Shelver

**MAJOR FUNCTION:** This is part-time clerical work in shelving library materials and performing routine clerical tasks. Work is performed under the general supervision of a Library Assistant, Library Services Supervisor or Librarian and is reviewed through observation of results obtained.

**TRAINING AND EXPERIENCE:** Completion of tenth grade or equivalent combination of related training and experience.

**JOB SKILLS:** Knowledge of alphabetical and numerical filing systems. Ability to understand and follow oral and written instructions. Ability to learn and follow routine Library procedures and gain library skills in a short time. Some knowledge of the purpose and functions of public libraries. Ability to use the Library and explain the use of the Library to others. Ability to establish and maintain effective working relationships with coworkers and Library customers.

**SALARY:** \$10.00 per hour. Maximum of 19 hours per week, including some nights and weekends. No benefits, hourly wage only.

**DEADLINE FOR RECEIVING APPLICATIONS:** Open Until Filled

**PRE-INTERVIEW TESTING REQUIRED - CALL IN ADVANCE TO SCHEDULE APPOINTMENT  
(386-758-2101)**

Each applicant is required to submit a completed County Application for Employment. Successful applicant must be able to pass a pre-employment physical and drug screening. Applications should be submitted to:

HUMAN RESOURCES OFFICE  
COLUMBIA COUNTY BOARD OF COUNTY COMMISSIONERS  
P. O. BOX 1529  
LAKE CITY, FLORIDA 32056-1529  
(386)719-2025; TDD (386)758-2139  
AN EEO/ADA/AA/VP EMPLOYER

(OVER)

## LIBRARY SHELVER/PAGE 2

### **MAJOR FUNCTION:**

This is part-time clerical work in shelving library materials and performing routine clerical tasks. Work is performed under the general supervision of a Library Assistant, Library Services Supervisor or Librarian and is reviewed through observation of results obtained.

### **ESSENTIAL JOB FUNCTIONS:**

Sorts materials; shelves or re-files materials; moves materials, including transporting materials throughout Library on hand carts; removes requested materials from shelves; monitors and maintains shelf order; performs clerical tasks as assigned, including stamping materials, repairing materials, receiving and covering new items, and photocopying; empties book-drop contents, transferring items to hand carts; removes trash and litter from Library interior; uses computer terminals to access catalog.

### **NON-ESSENTIAL FUNCTIONS:**

Searches catalog; assists patrons by answering directional questions and by locating items on shelves; assists with routine circulation functions under direct supervision.

*(These job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as assigned.)*

**WORK ENVIRONMENT:** Works inside Library building.

### **CUSTOMER SERVICE:**

Contact with most Library employees; some contact with general public.

### **TRAINING AND EXPERIENCE:**

Minimum experience: Completion of the tenth grade or equivalent combination of related training and experience.

### **JOB SKILLS:**

Knowledge of alphabetical and numerical filing systems. Ability to understand and follow oral and written instructions. Ability to learn and follow routine Library procedures and gain library skills in a short time. Some knowledge of the purpose and functions of public libraries. Ability to use the Library and explain the use of the Library to others. Ability to establish and maintain effective working relationships with coworkers and Library customers.

### **ESSENTIAL PHYSICAL SKILLS:**

Ability to lift up to 25 lbs. and to move fully loaded, heavy carts through Library. Ability to bend to floor and reach up to 68 inches to shelve materials. Ability to load and unload carts. Acceptable eyesight (with or without correction).

**PROFESSIONAL LICENSES:** None applicable.