



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff,  
and qualified external applicants*

# SHELVER

## 2 positions available at the EAST LIBRARY (20 hours per week, non-exempt)

Position # 110127413 & 110127417

**DATE POSTED:** November 2, 2018  
**LOCATION:** 5550 N. Union Blvd., Colorado Springs, CO 80918  
**STARTING WAGE:** \$10.20 per hour + partial benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)  
**POSITION HOURS:** 20 hours per week per the following current schedule:

### Schedule for Position 110127413:

#### Week 1

Monday - Tuesday 8 a.m. – Noon

Wednesday – Friday 9 a.m. – 1 p.m.

\*\*Works on a rotational basis approximately every 4<sup>th</sup> Sunday from 12:45 p.m. – 4:45 p.m.

#### Week 2

Monday - Tuesday

Thursday-Saturday

8 a.m. – Noon

9 a.m. – 1 p.m.

### Schedule for Position 110127417:

#### Week 1

Monday – Friday 1 p.m. – 5 p.m.

#### Week 2

Monday – Wednesday

Friday - Saturday

1 p.m. – 5 p.m.

1 p.m. – 5 p.m.

\*\*Works on a rotational basis approximately every 4<sup>th</sup> Sunday from 12:45 p.m. – 4:45 p.m.

**NOTE:** Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### **PROCEDURE FOR APPLICATION:**

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800 ext. 6998

**CLOSING DATE:** Online application materials must be received by **November 12, 2018 at 9:59 p.m. MST**

### **CONDITIONS OF EMPLOYMENT:**

#### **All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
  - are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
  - may be uniformly tested for job-related skills and required physical abilities.
  - may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
  - must understand and comply with PPLD's drug-free workplace policy.
  - understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.
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## Shelver (cont.)

**EOE** As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. Note: PPLD reserves the right to hire more than one person per advertised vacancy.

**POSITION SUMMARY:** Under direct supervision, supports the Library's Mission by shelving and sorting returned materials, ensuring accurate and timely access for library customers.

### **ESSENTIAL FUNCTIONS:**

1. Demonstrates excellent external customer service by greeting customers throughout the library; participates in the creation of a welcoming atmosphere.
2. Empties bookdrop; check in and process returned materials as assigned.
3. Sorts and processes library materials from a conveyor belt, bookdrop or return bin; may prepare book trucks for shelving.
4. Shelves books and other library materials in accurate alphabetical, numerical or Dewey Decimal System order.
5. Searches for items listed on the pull list to locate customer requests.
6. Pulls expired holds and files new holds alphabetically.
7. Reads shelves to ensure materials are in accurate alphabetical, numerical or Dewey Decimal System order; maintains a neat appearance by aligning materials to the edge of the shelf in an upright position, shifting materials as necessary and reporting crowded areas.
8. Demonstrates excellent internal customer service through assisting other staff in locating materials or participating in other projects as assigned.
9. Maintains customer confidentiality.
10. Proactively participates in ensuring the safety and security of customers and staff while at the library.
11. Performs material condition review and weeding
12. Processes and shelves incoming transferred materials.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. Assists with merchandising displays.
2. Assists customers with finding materials on the shelf when requested.
3. Retrieves items left on desks and returns them to proper locations.
4. Responds to shelving related telephone queries.
5. Keeps informed about Library and department information.
6. Attends regular department meetings and scheduled All-staff meetings.
7. Performs other job-related duties as requested.

### **REQUIRED KNOWLEDGE / SKILLS / ABILITIES:**

1. Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
2. Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
3. Ability to maintain effective, productive relationships with customers and staff.
4. Knowledge of basic skills such as alphabetical and numerical filing.
5. Ability to maintain a high level of concentration with a variety of repetitive tasks.
6. Ability to arrange a book truck in 20 minutes, and shelve four rows of books in one hour with an accuracy of 95%.
7. Ability to perform basic computer skills and library system computer functions.
8. Ability to understand and follow verbal and written instructions.

## Shelver (cont.)

9. Ability to effectively perform sorting, shelving, retrieval and circulation of materials by using step stools and appropriate lifting methods, including an ability to lift up to 35 pounds safely. Position includes repeated lifting, bending, stretching, standing and walking.
10. Ability to push or steer a wheeled book cart weighing 220 pounds.
11. Ability to stand for up to four hours.

### REQUIRED PHYSICAL ABILITIES:

1. Ability to bend and reach from anywhere between floor level and 5 ½ feet high repetitively 30 times per ¼ hour, and reach up to 7 feet high using a step stool 10 times per ¼ hour.
2. Ability to grasp and place 3-inch wide items repetitively, 30 times per ¼ hour and occasionally grasp and place light weight items that are between 4 to 5 inches in width.
3. Ability to grasp and place items weighing between 1 and 3 pounds, 30 times per ¼ hour.
4. Ability to lift between 1 to 10 pounds, 30 times repetitively for ¼ hour, and occasionally lift between 10 to 20 pounds.
5. Ability to push a wheeled book cart weighing up to 220 pounds with 30 pounds of force between 200 to 600 feet, 4 to 6 times per hour on a carpeted surface.
6. Ability to steer a wheeled book cart weighing up to 220 pounds with 40 pounds of force between 200 to 600 feet, 4 to 6 times per hour on a carpeted surface.
7. Ability to occasionally push a wheeled book cart weighing up to 220 pounds up and over a 1 inch high threshold.
8. Using hands, ability to push from right to left and left to right with 20 pounds of force.
9. Ability to use one hand to squeeze and push a bookend from right to left and left to right.
10. This position requires: a) repetitive movements of hand, wrist, arm, elbow and shoulder; b) the ability to stand on feet for up to 4 hours; c) the ability to move full range of motion: bend at waist, squat, twist, reach, and kneel; and d) the ability to balance on a step stool, reach overhead, and remain balanced.

### MINIMUM QUALIFICATIONS:

1. **Must be at least 16 years of age.**
2. **Must be** literate as evidenced by a 10<sup>th</sup>-grade level of education.
3. **Requires** the ability to read, write, file, and sort alphabetically and numerically.
4. **Strongly prefer** some experience using a personal computer and familiarity with Microsoft Windows.
5. **Requires** the ability to perform the job's physical requirements as explained in "Required Physical Abilities" above. The selected candidate will be required to successfully pass a physical capacity test that will evaluate the candidate's ability to meet the job's required physical abilities. PPLD will arrange, fund, and conduct this test at an outsourced location.
6. **Requires** the ability to work the schedule listed on the first page of this vacancy announcement.
7. **Requires** excellent communication skills, ability to work in a team environment, a "whatever it takes" work ethic, and an excellent customer service attitude. Bilingual ability is a plus in serving our diverse community.