



VACANCY ANNOUNCEMENT

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

SHELVER

Library 21C

(15 hours per week, non-exempt)

Position #711027603

DATE POSTED: May 30, 2019

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

STARTING WAGE: \$11.10 per hour

POSITION HOURS: 15 hours per week per the following current schedule:

Probable schedule which may have minor variances:
Monday 4 p.m. – 8 p.m. or 5 p.m. – 9 p.m.
Tuesday 4 p.m. – 8 p.m. or 5 p.m. – 9 p.m.
Wednesday 4 p.m. – 8 p.m. or 5 p.m. – 9 p.m.
Saturday 11 a.m. – 2 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 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) 531-6333 ext. 6086

CLOSING DATE: Online application materials must be received by **June 10, 2019 at 9:59 p.m. MDT**

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.

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.

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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

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Demonstrates excellent external customer service by greeting customers throughout the library; participates in the creation of a welcoming atmosphere.
- Empties bookdrop; check in and process returned materials as assigned.
- Sorts and processes library materials from a conveyor belt, bookdrop or return bin; may prepare book trucks for shelving.
- Shelves books and other library materials in accurate alphabetical, numerical or Dewey Decimal System order.
- Searches for items listed on the pull list to locate customer requests.
- Pulls expired holds and files new holds alphabetically.
- 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.
- Demonstrates excellent internal customer service through assisting other staff in locating materials or participating in other projects as assigned.
- Maintains customer confidentiality.
- Proactively participates in ensuring the safety and security of customers and staff while at the library.
- Performs material condition review and weeding
- Processes and shelves incoming transferred materials.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Assists with merchandising displays.
- Assists customers with finding materials on the shelf when requested.
- Retrieves items left on desks and returns them to proper locations.
- Responds to shelving related telephone queries.
- May assist Collection Management as Assistant Collection Evaluators staff.
- Keeps informed about Library and department information.
- Attends regular department meetings and scheduled all-staff meetings.
- Performs other job-related duties as requested.
- May run pull lists or process holds.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Ability to maintain effective, productive relationships with customers and staff.
- Knowledge of basic skills such as alphabetical and numerical filing.

- Ability to maintain a high level of concentration with a variety of repetitive tasks.

Shelver (cont.)

- Ability to arrange a book truck in 20 minutes, and shelve four rows of books in one hour with an accuracy of 95%.
- Ability to perform basic computer skills and library system computer functions.
- Ability to understand and follow verbal and written instructions.
- 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.
- Ability to push or steer a wheeled book cart weighing 220 pounds.
- Ability to stand for up to four hours.

Education and Experience:

1. Must be at least 16 years of age, and completed the tenth grade of high school.
2. Ability to read and understand English.

Physical and Environmental Conditions:

Work is conducted in a normal office setting that provides comfortable lighting, temperature and air conditions. Regular lifting, such as three to four reams of paper, four or five books, or other materials (up to 35 pounds) as well as pushing and steering carts up to 220 pounds is required. Successful completion of Physical Demands assessment is required of staff new to this position.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.