



**JOB DESCRIPTION  
ANDERSON PUBLIC LIBRARY**

<b>Job Title:</b>	Summer Shelving Page
<b>Department:</b>	Circulation
<b>FLSA Status:</b>	Non-Exempt
<b>Employment Status:</b>	Part time/Temporary
<b>Pay Grade:</b>	10
<b>Supervisor's Title:</b>	Circulation Manager
<b>Last Revision:</b>	April 2024

**Job Summary:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Essential Job Duties:**

1. Shelves or files returned library materials to correct location.
2. Checks assigned shelves for neatness and to insure that items are maintained in their proper call number order.
3. Shifts shelves/collections as needed.
4. Checks for overdue materials, missing items, etc.
5. Prepares carts of returned materials to be shelved.
6. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
7. Performs other duties as assigned.

**Job Education and Experience:**

- Education: No prior training or experience is required for this position.
- Certifications or licensure: None.
- Years of relevant experience: None
- Years of experience supervising: None.

**Work Environment:**

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

**Physical Demands:**

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently stand, walk, sit.
- Frequently uses hands and fingers to handle books, paper, technology.
- Frequently [speak and listen to others.
- Frequently see and read.
- Frequently reach with hands and arms.
- Frequently stoop, kneel, crouch, or crawl.
- Frequently lift and/or move up to 25 pounds.

**Equipment Used:**

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

*The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Core Values:**

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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**Acknowledgment:**

*I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.*

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Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Manager Signature:

\_\_\_\_\_  
Date: