

## **Village of Somerset Shelving Librarian Job Description**

JOB TITLE: Shelving Librarian

REPORTS TO: Library Director & Assistant Librarian

DIRECT REPORTS: N/A

FLSA STATUS: Non-Exempt

POSITION SUMMARY: The Shelving Librarian, under the direction of the Adult Services Librarian, is responsible for shelving materials, providing a welcome library environment and assisting with basic library services as needed and directed.

### PRIMARY FUNCTIONS/RESPONSIBILITIES:

- Responsible for locating and shelving library materials accurately and assisting with the repair and processing of library materials;
- Adheres to the laws governing libraries and approved policies;
- Responsible for providing efficient assistance to patrons;
- Assists staff with library programs, displays and services;
- Assists to open and close library at specified times;
- Maintains order and cleanliness of the library materials and facility;
- Other related duties that may be assigned from time-to-time.

### POSITION QUALIFICATIONS:

The Shelving Librarian must have an interest in library services and be the minimum age of 15. Demonstrated attention to detail and effective and friendly interpersonal skills are a must for this position. The ability to work with confidential information is a critical factor in this position. Basic computer skills are required.

### WORKING ENVIRONMENT:

The primary working environment for this position is indoors within the Village of Somerset Public Library complex. There are occasional outdoor events in support of the library participating in community events. Standing, sitting, walking, bending and lifting and carrying up to 50 pounds are all physical requirements of the position.

### TO APPLY:

Carefully read the job description, visit the website of the Somerset Library ([www.somersetlibrary.org](http://www.somersetlibrary.org)) and complete the online application. If you have any questions or need clarification regarding the position, reach out to Kristina at [kristina@somersetlibrary.org](mailto:kristina@somersetlibrary.org). The application deadline is June 23, 2023. However, it is advisable to submit your application as early as possible, as preference may be given to early applicants.