

**Sonoma County Library
Announces an Employment Opportunity**

**SHELVER- MULTIPLE LOCATIONS
15 HOURS PER WEEK – PART TIME**

THE POSITION:

This non-benefitted position performs sorting, shelving and straightening, and related manual work in support of library services. Please see the attached job specifications for full details about this position. Spanish bilingual skills desired.

TYPICAL TASKS include, but are not limited to:

- Sorts and shelves various types of library materials; maintains shelves in proper order and appearance (e.g. shelf facing).
- Shelf reads and corrects sorting errors on bookshelves; relocates library materials as required.
- Retrieves library materials from book drops or other deposit areas.
- Keeps library premises clean and in good order, collects loose books and materials, and performs item counting for check out statistics.

Knowledge of:

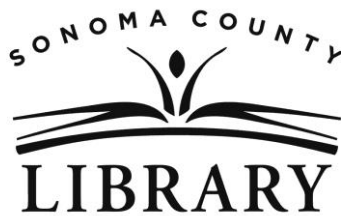
- Alphabetical and numeric decimal filing systems for classifying and organizing library materials, such as the Dewey Decimal system.
- Purpose and functions of the library.
- Computer, email and timekeeping functions.

Ability to:

- File materials using alphabetical and decimal numeric filing systems.
- Shelf and relocate library materials.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS:

Education and Experience: Demonstrated ability to read and the ability to file or learn to file alphabetically and numerically. At least 16 years old, and the ability to obtain a work permit if required. Spanish bilingual skills desired.



WORKING CONDITIONS:

Incumbents must possess the ability to lift, carry, push, and pull items, storage containers, and shelving units weighing an average of 20 pounds, and up to 50 pounds of weight, in order to move materials from one place to another, with the aid of lifting/moving equipment.

SALARY RANGE: **\$15.91/hour**

CLOSING DATE: **5:00 PM on Tuesday, April 20, 2021**

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. **Resumes will not substitute for a completed application.**

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

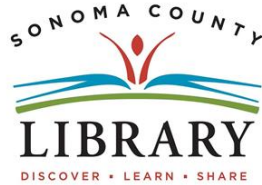
RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:

Pursuant to California Governor Newsom’s Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.

REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591 as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library’s website at <https://sonomalibrary.org/accessibility>.

The list established from this recruitment may be used to fill future positions as they occur during the active status of the list.

Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.



EST. JULY 2019
FLSA: NON-EXEMPT

SHELVER Represented

DEFINITION

Under direct supervision, performs sorting, shelving and straightening, and related manual work in support of library services.

SUPERVISION RECEIVED AND EXERCISED

Receives functional direction and work assignments from a Library Specialist, Librarian, or other supervisory or managerial staff. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the entry level, part-time materials support class in the clerical and technical library support series, with work hours limited to less than 20 hours per week. Incumbents working in this class provide customer service by ensuring that items are accessible to the public, and by providing directional assistance or referring patrons to appropriate staff. The basic library support activities performed by employees in this classification enable incumbents to gain experience performing entry level duties in a public library environment.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Sorts and shelves various types of library materials; maintains shelves in proper order and appearance (e.g. shelf facing).
- Shelf reads and corrects sorting errors on bookshelves; relocates library materials as required.
- Retrieves library materials from book drops or other deposit areas.
- Keeps library premises clean and in good order, collects loose books and materials, and performs item counting for check out statistics.
- Lifts and transports boxes and crates of books and materials.
- Reports books and materials for needed repair and identifies worn or damaged items for withdrawal or replacement.
- Provides assistance to patrons by answering basic questions about the location of general sections of the library collection; refers patrons to appropriate library staff, desks, and departments.
- Notifies management or security of issues related to public safety.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Alphabetical and numeric decimal filing systems for classifying and organizing library materials, such as the Dewey Decimal system.
- Purpose and functions of the library.
- Computer, email and timekeeping functions.

Ability to:

- File materials using alphabetical and decimal numeric filing systems.
- Shelve and relocate library materials.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Learn and adapt to new technologies.

Education and Experience:

Demonstrated ability to read and the ability to file or learn to file alphabetically and numerically. At least 16 years old, and the ability to obtain a work permit if required.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard library setting; hearing and speech to communicate in person or over the phone. This classification primarily works indoors and requires movement between work areas and performs moderate manual work, such as shelving maintenance activities (i.e. manual placement and organization of books) on a continuous basis for an extended period of time. Finger dexterity is needed to retrieve and shelve library materials. Positions in this classification frequently bend, stoop, kneel, and reach to retrieve and shelve materials. Incumbents must possess the ability to lift, carry, push, and pull items, storage containers, and shelving units weighing an average of 20 pounds, and up to 50 pounds of weight, in order to move materials from one place to another, with the aid of lifting/moving equipment.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work flexible schedules including evenings and weekends.