



1080 NW Saltzman Road, Portland, OR 97229

503.644.0043 | <http://library.cedarmill.org> | cedarmill@wccls.org

Shelver

The Cedar Mill and Bethany Community Libraries are seeking applications for a part-time Shelver positions. The opening is at Cedar Mill Library. Applicants must be 16 years of age or older.

The current schedule for the 11 hour per week position is Thursday 8:30 am to 12:30 pm; Friday 8:30 am to 12:30 PM and Saturday 2 pm to 5 pm.

This job requires stamina, attention to detail and the ability to bend, squat, reach and move many books. The ability to read small print and to accurately sort and shelve items is also necessary.

Pay rate is \$15.95 per hour, with an increase in July. No benefits are associated with this position.

To apply, submit a resume and cover letter describing your qualifications to cedarmill@wccls.org.

Please start the subject line of email with the word Shelver.

May 10, 2024

CEDAR MILL COMMUNITY LIBRARY
JOB TITLE: SHELVER

GENERAL DESCRIPTION

Shelving all collections in strict alphabetical or numerical order; keeping shelves tidy; shelf reading, shifting, shelving holds and checking in returned item as needed.

ESSENTIAL PHYSICAL SKILLS

1. Must be able to reach arms above head.
2. Must be able to move from one area to another quickly
3. Must be able to kneel, sit and squat
4. Must be able to stand for up to two hours at a time
5. Must be able to use both hands, wrists, and arms repetitively
6. Must be able to use eyes, hands, and fingers simultaneously
7. Must be able to push and pull rolling book trucks weighing up to 100 pounds
8. Must be able to lift and carry piles of books weighing up to 25 pounds
9. Must be able to place materials on appropriate shelves: bending, stretching, squatting, and stooping required

ESSENTIAL COGNITIVE SKILLS

1. Must be able to communicate effectively in English, with staff and volunteers
2. Must be able to alphabetize using the English language alphabet
3. Must be able to follow written and oral instructions
4. Must be able to use basic math skills, including being able to sort numerically using whole numbers and decimals
5. Must exercise good judgment

QUALIFICATIONS REQUIRED

1. High school diploma or expected completion in a reasonable time period
2. Must be 16 years of age or older
3. Demonstrated team player
4. Demonstrated organizational skills
5. Enthusiastic and positive approach to public service
6. Detail oriented
7. Able to work independently after receiving instruction
8. Able to take coaching and correction from staff and supervisors

DESIRED SKILLS

1. Previous library experience

2. Familiarity with automated library systems, personal computer and mobile applications and other appropriate technologies used in public libraries.
3. Familiarity with library collections.
4. Language skills in addition to English

EQUIPMENT USED

1. Computer and peripherals
2. Rolling Book carts

July 2022