City of WHITEWATER

POSITION DESCRIPTION

Title:	Shelver	**Department(s)**:	Library
Reports to:	Assistant Library Director	**Location:**	Whitewater Public Library
FLSA:	Non-exempt	**Pay Grade:**	$13.00-$18.41 per hour.
Shift:	Various	**Status**:	Part-Time
Bargaining Unit:	None	**Date:**	November 1, 2026

JOB SUMMARY

This position is responsible for accurately shelving and organizing library materials and maintaining library materials and spaces in a neat, orderly, and accessible manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Shelves library materials accurately according to the library's classification systems.
- Performs shelf reading to ensure materials are properly organized and returns misplaced items to their correct locations.
- Straightens and faces out materials on the shelves while shelving and as assigned.
- Maintains library space, including picking up stray materials.
- Maintains clear aisles and safe, accessible shelving areas while performing assigned duties.
- Shifts books and other library materials as needed to maintain organized and accessible collections.
- Empties book drop and takes returned items to proper place for checking in.
- Identifies and reports damaged materials, shelving, equipment, and potential safety hazards to appropriate staff.
- Answers basic directional questions and refers other patron inquiries to appropriate library staff.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May assist patrons with self-checkout.
- May assist patrons with the copy machine.
- May locate and retrieve library materials for selected lists.
- Performs occasional light cleaning and general tidying of library spaces.
- Other related duties as assigned.

PERFORMANCE STANDARDS

- Actively support the Library's mission;

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- Protects patron confidentiality and respects patrons' rights in accordance with applicable policies;
- Adhere to the City of Whitewater Employee Manual;
- Adhere to the American Library Association's Library Bill of Rights, Code of Ethics, Freedom to Read Statement and Freedom to View Statement;
- Convey a courteous and professional attitude;
- Demonstrates accuracy, dependability, punctuality, and attention to detail in completing assigned work;
- Maintain contemporary knowledge of library practices;
- Foster and maintain positive public relations for the Library within the community.

SUPERVISION RECEIVED AND/OR EXERCISED

- Works under the general supervision of the Assistant Library Director or designated supervisory staff; performs recurring assigned duties independently.
- No formal supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Two years of high school education preferred but not required. Applicants must demonstrate the ability to perform the essential duties of the position.
- Must meet applicable Wisconsin employment requirements for minors, including work permit requirements where applicable.
- Familiarity with the Dewey Decimal System desired.

Language Skills

- Ability to communicate orally and in writing in English.

Reasoning Ability

- Ability to comprehend and follow instructions from supervisor, verbally and in written form.
- Ability to learn and accurately apply alphabetical, numerical, and library classification systems, including Dewey Decimal order.

Other Qualifications

- Ability to work assigned schedules, including evenings and weekends when scheduled.
- Set priorities in order to meet assignment deadlines.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to identify and locate library materials, including materials on high and low shelves.
- Frequently stands, walks, bends, stoops, reaches, and repetitively handles library materials; safely uses book carts, approved step stools, and other assigned equipment.
- Performs light to moderate physical work, including lifting and carrying library materials and pushing or maneuvering loaded book carts.
- Ability to stand, walk, bend, and perform shelving activities for extended periods, including shifts of up to four hours.

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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is moderately quiet.
- Works primarily in a public library setting with regular interaction with patrons and staff; may encounter occasional difficult patron interactions.

The City of Whitewater is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- Nothing in this job description reflects management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Acknowledgment: _____ Date: _____

The above statements reflect the general details necessary to describe the primary functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.

_____		_____	
Supervisor	Date	Department Head	Date
_____		_____	
Human Resources	Date	City Manager	Date

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