

## **PENROSE LIBRARY SHELVING PAGE**

**(16 hours per week; evenings and weekends)**

**DATE POSTED:** August 21, 2009

**LOCATION:** Penrose Library, 20 N. Cascade Avenue,  
Colorado Springs, CO 80903

**PHONE:** 531-6333

**STARTING WAGE:** \$7.52 per hour

**POSITION HOURS:** 16 hours each week per the following current schedule (**#SHP-11**):

Mon., Tues., Wed., Thursday  
Saturday

5 – 8 p.m.  
9 a.m. – 1 p.m.

**Note:** Schedule will also include some additional hours every 6<sup>th</sup> Sunday from 12:45 – 4:45 p.m. The regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule at any time as needs of the Library District change.

### **PROCEDURE FOR APPLICATION:**

1. Complete a PPLD job application available at any of our branches or at [ppld.org](http://ppld.org).
2. Indicate the position's number (**#SHP- 11**) on your job application next to the job title.
3. All job applications must be submitted to PPLD's **Human Resources Office** located at:  
**East Library, 5550 N. Union Boulevard, Colorado Springs, CO 80918**

**CLOSING DATE:** Application materials must be submitted to the H.R. Office by **Friday, September 4, 2009 at 4:30 p.m.**

### **CONDITIONS OF EMPLOYMENT:**

**All selected candidates...**

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986).
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

**EOE**

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, sex, religion, age, national origin, disability, pregnancy, sexual orientation, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. Note: PPLD reserves the right to hire more than one person per advertised vacancy.

## **SHELVING PAGE**

**BROAD SCOPE OF POSITION:** Under general supervision of the circulation services manager and direct supervision of the shelving supervisor, performs library work of a repetitive and routine nature. Files, processes holds, searches for materials, shelves library materials according to Dewey Decimal order, and performs other job-related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

1. Shelves books and other library materials in proper order according to the Dewey Decimal System.
2. Sorts books from a conveyor belt.
3. Prepares book trucks.
4. Maintains the library's neat appearance by aligning books to the edge of the shelf and in an upright position. Picks up materials from various areas and returns them to their proper location. Shifts materials and reports crowded areas to the supervisor or senior pages.
5. Assists with searching items listed on the pull list to locate patron-requested library materials.
6. Reads shelves to insure that materials are in proper Dewey Decimal System order.
7. Empties the bookdrop and may occasionally check-in books and process returned items.
8. Handles shelving-related telephone queries.
9. Assists other library staff in locating materials in shelving room.
10. Assists with merchandising displays.
11. Keeps informed about library and departmental information.
12. Maintains patron confidentiality.
13. Provides an efficient, courteous public image and presents a positive image of PPLD.
14. Attends regular department meetings and quarterly All-staff meetings.
15. Performs other job-related duties as requested.

### **REQUIRED KNOWLEDGE / SKILLS / ABILITIES:**

1. Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties.
2. Knowledge of basic skills such as alphabetic and numerical filing.
3. Ability to perform repetitive tasks while maintaining a high level of concentration.
4. Ability to arrange a booktruck in 20 minutes, and accurately shelve 4 rows of books in one hour.
5. Ability to perform basic computer skills.
6. Ability to communicate effectively with staff and patrons.
7. Ability to understand and follow verbal and written instructions.

### **REQUIRED PHYSICAL ABILITIES:**

1. Ability to bend and reach from anywhere between floor level and 5 ½ feet high repetitively 30 times per ¼ hour, and reach up to 7 feet high using a step stool 10 times per ¼ hour.
2. Ability to grasp and place 3-inch wide items repetitively, 30 times per ¼ hour and occasionally grasp and place light weight items that are between 4 to 5 inches in width.
3. Ability to grasp and place items weighing between 1 and 3 pounds, 30 times per ¼ hour.
4. Ability to lift between 1 to 10 pounds, 30 times repetitively for ¼ hour, and occasionally lift between 10 to 20 pounds.

## **SHELVING PAGE** (continued)

5. Ability to push a wheeled book cart weighing up to 220 pounds with 30 pounds of force between 200 to 600 feet, 4 to 6 times per hour on a carpeted surface.
6. Ability to steer a wheeled book cart weighing up to 220 pounds with 40 pounds of force between 200 to 600 feet, 4 to 6 times per hour on a carpeted surface.
7. Ability to occasionally push a wheeled book cart weighing up to 220 pounds up and over a 1-inch high threshold.
8. Using hands, ability to push from right to left and left to right with 20 pounds of force.
9. Ability to use one hand to squeeze and push a bookend from right to left and left to right.
10. This position requires: a) repetitive movements of hand, wrist, arm, elbow and shoulder; b) the ability to stand on feet for up to 4 hours; c) the ability to move full range of motion: bend at waist, squat, twist, reach, and kneel; and d) the ability to balance on a step stool, reach overhead, and remain balanced.

### **MINIMUM QUALIFICATIONS:**

1. **Must be at least 16 years of age.**
2. **Requires** the ability to read, write, file, and sort alphabetically and numerically.
3. **Requires** the ability to perform the job's physical requirements as explained in "Required Physical Abilities" above. The selected candidate will be required to successfully pass a physical capacity test that will evaluate the candidate's ability to meet the job's required physical abilities. PPLD will arrange, fund, and conduct this test at an outsourced location.
4. **Requires** the ability to work the schedule listed on the first page of this vacancy announcement.
5. **Requires** excellent communication skills, ability to work in a team environment, a "whatever it takes" work ethic, and an excellent customer service attitude. Bilingual ability is a plus in serving our diverse community.