

# Tomahawk Public Library

## Shelver Position

Nature: Shelve library materials, maintain shelves, work the front desk, perform routine clerical duties and related work as required

Duties include but are not limited to:

1. Shelving library materials, shelf-reading and shelf checks
2. Assist with routine circulation desk procedures
3. Assist patrons with technological instruction and searches
4. Perform other duties as required by the library management
5. Perform opening and closing duties
6. Must be willing to work evenings and Saturdays

### Qualifications

Essential knowledge:

- Ability to understand and perform routine library procedures
- Ability to communicate effectively with staff and public
- Ability to operate library technologies properly
- Computer and keyboard skills

Essential training and experience:

- High school graduation or GED required
- Associate or bachelor's degree is preferred
- At least 2 or more years of relatable job experience preferred
- Experience in customer service is preferred

Physical requirements:

- Lifting and carrying: 50 pounds
- Pushing and pulling objects weighing 60-90 pounds on wheels
- Sitting, standing, walking, climbing, stooping, bending, twisting, and reaching
- Ability to grasp and reach for small objects

Benefits include:

- None

All newly hired employees are subject to a 6-month probationary period.

## **Shelver - A Library Position**

Are you an awesome communicator? Are you also friendly, creative, computer user, and passionate about the Tomahawk community? Do you have a knack for helping others and enjoy working with people? If so, then you could be a part of our team at the Tomahawk Public Library. For more information, please contact Heidi O'Hare at the Tomahawk Public Library 715-453-2455 or visit us at 300 West Lincoln Ave, Tomahawk WI.

The Tomahawk Public Library is seeking an outgoing, self-motivated, patron-focused shelver to join our team. The ideal candidate enjoys working with patrons of all ages; readily adapts to change; is comfortable both with current technologies and learning new ones; projects a helpful, welcoming personality, and is well organized. Applicants must be attaining or have a high school diploma or GED; an associate or bachelor's Degree is preferred. Relatable job experience preferred. This part-time position is for 6+ hours per week. Will be working evenings with some Saturdays.

Responsibilities include but are not limited to: shelving and circulation desk. Successful applicants will be comfortable with independent or group projects, embrace responsibility, and have enthusiasm for lifelong learning. We are looking for someone who is a team player, who seeks ways to improve his or her value to the library and the library's value to the community, and who desires to be an active participant in this organization.

While applications will be accepted until the position is filled, preference will be given to applications received by May 4, 2024.

Please attach application, letter of interest, and a current resume to your application.

## **Shelver**

The Tomahawk Public Library will be accepting applications for a part-time shelver. Are you friendly, helpful, computer user, team player, and passionate about the community? Starting wage \$11.00+, 6+ hrs, nights and Saturdays. Applications and complete job descriptions may be picked up at the Tomahawk Public Library or on [cityoftomahawkwi.com](http://cityoftomahawkwi.com)

Application deadline: May 4, 2024

Tomahawk Public Library is an Equal Opportunity Employer.