

Tomahawk Public Library Shelver

Duties include but are not limited to:

1. Shelving library materials
2. Check in materials
3. Check in and/or load courier bins
4. Assist with routine circulation desk procedures
5. Assist with monthly circulation reports
6. Assist with shelf checks on materials
7. Assist patrons with technological instruction and searches
8. Shelf reading/shifting/weeding library material as assigned
9. Perform opening and closing duties
10. Perform other duties as required by the library management

Physical and Working Conditions

- Work 6+ hours a week, some nights and weekends
- Lifting and carrying: 50 pounds or less.
- Ability to travel to meetings, and education outside the library, including overnight travel.
- Pushing and pulling: objects weighing 60-90 pounds on wheels.
- Sitting, standing, walking, climbing and stooping, bending, twisting and reaching.
- Ability to use and learn basic and emerging technology.

Knowledge, Skills, and Abilities Required

- An associate degree or 1 to 2 years of relatable job experience
- Experience in customer service
- Ability to use a computer and learn library software
- Valid Driver's License with vehicle

The Board and Staff of the Tomahawk Public Library are committed to building a diverse workforce and a culture that values and demonstrates cultural competency.

The successful candidate will:

- See the value of cultural, ethnic, gender, and other individual differences in people
- Value different points of view and check their own views against the views of others
- Ensure punctuality of assigned work hours and desk shifts
- Able to complete tasks in a timely manner and meet deadlines
- Support fair treatment and equal opportunity for all

- Listen to and objectively consider the ideas/input of others
- Respect the talents and contributions of all individuals
- Strive to eliminate barriers to diversity
- Ensure that new barriers to diversity are not built

Example of Duties & Responsibilities

With a focus on assigned function, librarians act as a(n):

Circulation Desk - provides service to all patrons

- Friendly and welcoming to all patrons when helping at the circulation desk (Always have the model of ideal customer service)
- Develop & implement strategies to create a welcoming environment for different patrons
- Interview patrons to determine the scope of information needs, and recommend appropriate resources to answer their needs
- Customize individual service
- Provide technologically adept basic support and use of A/V equipment
- Pair available resources with the needs and interests of users, with more in-depth expertise in specified function
- Maintain knowledge of current library trends and participate in appropriate webinars, conferences, workshops, and seminars to develop loan practices, professional, and leadership skills
- Market library services and programs at points of service and through established relationships with users
- Anticipate potential needs of users & community and innovate services to address those needs
- Respond to patron inquiries about library services, including the interpretation of library policies and procedures

Essential Library Core Competencies:

- **Core Technology** – Performs basic functions of e-mail applications; Performs basic calendar operations and task management; Understands, uses and helps others use basic computer hardware and peripherals, mobile devices, and the Internet; Demonstrates information literacy; Understands common security protocols related to Internet use; Understands and performs basic functions and tasks of common software programs; Performs basic word processing operations and basic printing operations from common applications; Maintains awareness of commonly used technologies and applies technology effectively for ongoing learning and collaboration.

- **Core Personal/Interpersonal Competencies** – Develops and maintains effective relationships with others to achieve common goals; Applies effective strategies to manage organizational politics, conflict and difficult coworker behaviors; Applies customer service skills to enhance the level of user satisfaction; Applies effective techniques to address difficult situations with users; Understands and acts in accordance with the basic values and ethics of library service; Aligns efforts with the vision and direction of the organization; Demonstrates leadership qualities and behavior; Anticipates and adapts to change and challenges effectively.
- **Cultural Competence** – Sees the value of cultural, ethnic, gender, and other individual differences in people; Values different points of view and checks views against the views of others; Supports fair treatment and equal opportunity for all; Listens to and objectively considers the ideas/input of others and respects the talents and contributions of all individuals; Strives to eliminate barriers to diversity; ensures that new barriers to diversity are not built.
- **Accountability** – Accepts personal responsibility for and meets established standards for the quality, quantity, resource management, and timeliness of work. Maintains a positive attitude, regular attendance, punctuality, and demonstrates integrity and honesty. Acknowledges and corrects mistakes.
- **Civility** – Demonstrates respect for others, open-mindedness, generosity of spirit, and a concern for the common good.
- **Communication** – Communicates in a clear and concise way both verbally and in writing. Demonstrates the ability to convey ideas, thoughts, issues, and information.
- **Learning and Innovation** – Manages the development of one's own learning and ongoing improvement of skills and knowledge that contribute to increased effectiveness, proficiency, and service; demonstrates critical thinking and problem-solving abilities.
- **Teamwork** – Values and cooperates with all team members. Promotes a friendly climate, good morale and cooperative team relationships.

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Reporting Relationship –

Reports to the Director of the Tomahawk Public Library

Method of Selection

Appointment to the position will be in accordance with Tomahawk Public Library handbook and City of Tomahawk Handbook. The Tomahawk Public Library reserves the right to further evaluate only those applicants who best meet the needs of the Tomahawk Public Library.

Address

300 West Lincoln Ave
Tomahawk, Wisconsin 54487

Phone

715-453-2455

Website

https://www.cityoftomahawkwi.com/index.asp?SEC=B7838485-75F3-4CE8-A78E-FDC055BFF347&Type=B_JOB