

**LIBRARY SHELVER**  
**Part-Time – 20 Hours/Week**  
**May include evening and/or weekend shifts.**  
**Opening Date: February 3, 2017**  
**Salary Range: \$11.00/hour**  
**Closing Date: February 24, 2017**

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**NATURE OF POSITION**

Perform a variety of shelving duties within the Public Library; exercise judgment and ingenuity to analyze situations and select appropriate solutions and strategies.

**SUPERVISION RECEIVED**

General direction and oversight is provided by the assigned supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Employees of the City of Walla Walla are expected to model and foster the City's core values: **Customer Focus - Excellence – Stewardship - Communication - Leadership - Integrity**
2. Maintain books and materials in proper alphabetical or numerical order.
3. Re-shelve books, periodicals and other materials to the proper locations in the library.
4. Maintain assigned area in a neat and orderly condition.
5. Discard materials that are out of circulation; stamp in new or donated books.
6. Collect returned materials from exterior book drop.

**OTHER JOB FUNCTIONS**

1. Demonstrate punctual, regular and reliable attendance, which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Basic functions, operations and maintenance of a city library.
- Alpha and numeric filing systems.
- Maintain library in a neat and orderly condition.
- Work courteously and tactfully with customers and employees.

**TOOLS AND EQUIPMENT USED**

Operation of computer.

**PHYSICAL DEMANDS**

Reaching overhead, above the shoulders and horizontally; sitting for extended periods of time; standing for extended periods of time; bending at the waist; kneeling or crouching; hearing and speaking to exchange information; seeing to read; carry, push, pull and/or lift heavy objects.

**WORK ENVIRONMENT**

Indoor work environment.

**REQUIRED MINIMUM QUALIFICATIONS**

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above. Must be at least 16 years of age.

**DESIRED QUALIFICATIONS**

Bilingual in Spanish.

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**APPLICATION AND SELECTION PROCEDURE:**

A completed City application and resume are required to apply. Applications may be found on the Human Resources page of the City of Walla Walla website: [wallawallawa.gov](http://wallawallawa.gov).

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process, which will consist of an oral panel interview, reference inquiries and may include a criminal background check and consumer report. The incumbent will serve a six-month trial service period. Completed application packages can be mailed to:

**CITY OF WALLA WALLA-HR**

**15 N. Third Avenue**

**Walla Walla, WA 99362**

Email to [hr@wallawallawa.gov](mailto:hr@wallawallawa.gov) or faxed to (509) 524-7935.

**REASONABLE ACCOMMODATION:** The City of Walla Walla will provide reasonable accommodation to handicapped applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

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***NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.***

***EQUAL OPPORTUNITY EMPLOYER / AMERICANS WITH DISABILITIES ACT EMPLOYER  
THE CITY OF WALLA WALLA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, GENDER,  
SEXUAL ORIENTATION, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.***

***MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.***