



City of Wauwatosa Library Shelver - 12 Hours

SALARY	See Position Description	LOCATION	Library, 7635 W North Avenue, Wauwatosa, WI
JOB TYPE	Part-Time	DEPARTMENT	Library
DIVISION	Library	OPENING DATE	07/30/2026
CLOSING DATE	8/13/2026 11:59 PM Central	FLSA	Non-Exempt

Position Overview

The City of Wauwatosa is much more than an employer! We are a team of professionals who strive to find new and better ways to improve our residents' experiences. We believe all of our employees are leaders and we place tremendous value in our most important resource, our people!

The Wauwatosa Public Library is hiring a Library Shelver. This is a year-round part-time position working approximately 12 hours per week including rotating weekends. The hourly rate of pay for this position is \$14.00.

Library Shelves organize and return library materials to shelves and circulation workroom.

Work Schedule:

Monday: 4PM - 8PM

Wednesday: 4PM - 8PM

Thursday: 4PM - 8PM

Must be able to work rotating weekends, where hours will fall between 9:00 a.m. and 5:00 p.m.

Essential Functions

The following duties are primarily performed and are essential for this position. Employees are expected to be able to perform each of these job duties satisfactorily and successfully to be qualified for the position. Other duties may be required and assigned.

- Identify and prioritize workroom needs.
- Organize library materials alphabetically and numerically.
- Return materials to proper location within the library.
- Unload library bins and carts.
- Empty book drop.
- Set up tables and chairs for meetings.
- Assist with library programs and displays.
- Assist in general upkeep of library materials and facility.
- Refer non-directional questions to appropriate staff members.

Minimum Requirements

Education and/or Experience Requirements:

- No experience required, but prior library shelving experience preferred.

Licenses, Certifications, and Other Requirements:

- Must be at least 16 years old.

Minimum Knowledge, Skills, and Abilities Qualifications

In order to perform the functions and responsibilities of the position (listed above) the following knowledge, skills, and abilities are essential.

- Must be able to work day, evening, and weekend shifts.
- Familiarity with the Dewey Decimal System preferred.
- Ability to alphabetize items and place them in numerical order in a quick and accurate manner.
- Ability to work well independently, understand, and follow instructions given verbally or in written form.
- Proficiency with computers and computer applications.
- Ability to lift and carry up to 50 pounds on a regular basis.
- Ability to bend and stoop; ability to push carts weighing up to 300 pounds on a regular basis and ability to stand on a continuous basis.

In evaluating candidates for this position, The City of Wauwatosa may consider a combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the duties of this position.

Additional Information

Physical Requirements

While performing the duties of this job, the employee is regularly required to stand; use hands to lift, manipulate and carry; reach with hands and arms; talk and hear. The employee is frequently required to walk, stoop, reach, and sit. The employee must regularly lift and/or move up to 10 pounds, and frequently lift and/or move up to 50 pounds. Must be able to push book carts that may weigh up to 300 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision and ability to focus.

Work Environment

The noise level in the work environment is usually quiet. An employee in this class generally works in a standard library environment.

Benefits

N/A

Employer

City of Wauwatosa

Address

7725 W North Avenue

Wauwatosa, Wisconsin, 53213

Phone

(414) 479-8992

Website

<http://www.wauwatosa.net>