

**Iowa City Public Library**  
**POSITION VACANCY ANNOUNCEMENT**  
www.icpl.org

To: All Current City Employees and General Public  
From: Iowa City Public Library  
Date: July 10, 2018

**Library Aide: Bookmobile**  
Community and Access Services  
Part Time/Temporary  
\$10.50/hour  
12-15 hours per week

Schedule: Monday-Friday between 8 am and 5 pm plus rotating weekends

**Summary:**

Under general supervision, inspects, checks in, sorts, shelves and pulls materials at the Downtown Library and on the Bookmobile. Maintains positive visual presentation of Library, Lobby and Bookmobile. Under immediate supervision, works on the Help Desk and Bookmobile performing limited circulation clerical duties including checking out items, collecting fines, and assisting patrons. Assists with self-check. Works rotating weekends. Criminal background check required.

**Examples of Duties:**

Inspects, checks in, sorts, shelves, and pulls materials from Downtown Library, Bookmobile, and Bookmobile storage collections. Updates Bookmobile collections. Rotates Library materials between Bookmobile and Downtown Library collections. Maintains positive visual presentation of the Downtown Library, Lobby, and Bookmobile. Assures displays are filled and appealing to patrons. Works on the Help Desk and Bookmobile. Performs general circulation duties at the Help Desk and Bookmobile: checks out materials, collects fines and clears charges. Assists with Bookmobile opening and closing duties and safety routines. Assists patrons at self-check stations. Assists with Bookmobile service and schedule promotion. Takes photographs. Enters schedule information in Google Maps and Library calendar. Monitors email and other library correspondence to keep abreast of current library operations. Attends regular staff meetings. Conducts self in a manner which promotes and supports diversity and inclusivity in the community.

**Training and Experience:**

Must be at least 16 years of age. Ability to carry stacks of books and push heavy carts is required.

**Knowledge and Abilities:**

Ability to sort and alphabetize library materials. Knowledge of library shelf arrangement. Some knowledge of general library functions and policies. Working knowledge of paging methods and procedures. Ability to read and understand basic instructions. Ability to calculate fines and process cash and credit card transactions. Ability to communicate effectively with the public. Some knowledge of library circulation policies and procedures. Knowledge of general clerical functions and office procedures. Skills in data entry and data retrieval in computer systems. Skills in working with library's computer software.

**Application:**

**Application deadline is July 24, 2018. To apply, please visit the City's Self Services website <https://www.icgov.org/city-government/departments-and-divisions/human-resources/employment> to complete the City of Iowa City online employment application.**

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

**The City of Iowa City is an Equal Opportunity Employer.**

**City employees must log into their MSS account as an employee  
with their employee number and password in order to apply**