



IOWA CITY
PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

319-356-5200 • icpl.org

HOURS: Mon-Thurs 10-9, Fri 10-8, Sat 10-6, Sun 12-5

Accepting applications for:

Hourly Library Aide

Circulation Page/Community & Access Services

Application deadline: Wednesday, May 8, 2024

Visit www.icgov.org/jobs to apply online

One hourly part-time position available

Hours: 9 to 15 hours per week, including some evening, weekend, and holiday hours

Wage: \$15.00 per hour

Job summary:

Under general supervision of the Community and Access Services Page Supervisor and Coordinator, inspects, checks in, fine sorts, shelves, and pulls Library materials. Maintains the collection. Under immediate supervision, works on the Help Desk performing fundamental circulation, clerical, and customer service duties including checking out items, collecting fines, and assisting patrons. Assists with self-check. Serves in other Community and Access Services areas as assigned. Works five or more scheduled hours during the Monday-Friday work week. Works either a regular or rotating weekend schedule. Commits to a total of 9-15 regularly scheduled hours per week. Additional hours may also be available, but cannot be guaranteed.

Minimum qualifications:

High school diploma or equivalent required. Experience working in a library, customer service or related field required. Must pass criminal background check.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: April 25, 2024

