



Accepting applications for:

**Library Aide**  
Administrative Services

**Applicant deadline: Friday, April 26, 2024**

Visit [www.icgov.org/jobs](http://www.icgov.org/jobs)

One hourly part-time position available.

Wage: \$15.00/hour

Hours: Monday-Friday 1 pm – 5 pm

**Job Summary:**

Under immediate supervision, performs work of routine difficulty as clerical assistant in the Business Office. Prepares library mail, orders and stocks supplies, completes administrative tasks including scanning and filing. Works weekdays afternoons from 1-5 pm.

**Minimum Qualifications:**

High school diploma or equivalent required. Must pass criminal background check.

**Preferred Qualifications:**

Experience working in a library, customer service, or related field preferred.

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

Date posted: 4/10/2024

