



Accepting applications for:

Library Assistant III

Community Assistant / Community & Access Services

Application deadline: Tuesday, June 13, 2023

Visit www.icgov.org/jobs to apply online

One permanent part-time position available, 20 hours per week

Wage: \$24.05 - \$31.15 per hour

Hours: Five hour shifts during the hours of 8:00am – 5:00pm, Monday-Friday
Works in evening, weekend and holiday rotations. Works some special events.

Job summary:

Under general direction, supports the Library's community and outreach services. Travels to community sites to provide outreach, programming, and instructional service. Serves on assigned Library Work Groups and Teams. Works on the Help Desk and Bookmobile including evenings, weekends, holidays and special events.

Minimum qualifications:

Bachelor's degree from an educational institution accredited by a DOE recognized accreditation body in the social work or social sciences required. One-year of experience working with the public required. Valid driver's license with satisfactory driving record required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check. Must pass criminal history background check by Johnson County Jail and City of Iowa City.

Preferred qualifications:

Public library experience preferred. Reader's advisory experience in a public library preferred. Experience working with special populations preferred. Ability to speak Spanish, Arabic or French is desirable.

More information:

A full job description including a listing of essential duties and responsibilities and necessary knowledge, skills and abilities is available at www.icgov.org/jobs under Job Descriptions.

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

Date posted: May 23, 2023

