



Accepting applications for:

Hourly Library Aide

Circulation Page / Community & Access Services

Application deadline: Monday, December 11, 2023

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 to Friday work week. Works either a regular or rotating weekend schedule. Commits to a total of nine to fifteen 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.

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: November 17, 2023

