



Accepting applications for:

Library Clerk
Adult Services

Application deadline: Wednesday, May 15, 2024

Visit www.icgov.org/jobs to apply online.

One permanent, part-time position (20 hours per week)

Salary range: \$21.48 to \$27.65 per hour

Some evening and weekend shifts required

Job summary:

Under general direction, performs work related to interlibrary loans, to the circulation of library materials, and to answering basic reference and general library services questions. Circulation work may include issuing borrower cards, interpreting and communicating library circulation policies, collecting money for bills and checking out and checking in Library materials. Performs fundamental circulation, clerical and customer service duties. Assists with self-check.

Minimum qualifications:

- High school education or G.E.D. and four to six months of related experience or training; or equivalent combination of education and experience. Experience in library public services or customer service with clerical experience.
- Must pass criminal background check.

Preferred qualifications:

- High school education or G.E.D. and seven to twelve months of related experience or training; or equivalent combination of education and experience. Ability to speak Spanish, Arabic, French or Swahili.

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 1, 2024

