



Accepting applications for:

Hourly Library Aide

Circulation Page / Community & Access Services

Application deadline: Monday, August 8, 2022

Visit www.icgov.org/jobs to apply online

Two hourly part-time positions available

Hours: Up to 15 hours per week, including evening and weekend 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.

Minimum qualifications:

High school diploma or equivalent. 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: July 25, 2022

