



Accepting applications for:

Library Assistant III

Children's Services

Application deadline: Friday, May 7, 2021

Visit www.icgov.org/jobs to apply online

One permanent part-time position available (30 hours per week)

Wage: \$22.95 - \$29.72 per hour

Job summary:

Under general direction, plans and performs children's programs. Plans and delivers outreach services and programs for children. Schedules, trains and supervises volunteers. Works on the Children's Services Desk and Bookmobile. Works evenings, weekends, holidays and special events.

Minimum qualifications:

Bachelor's degree from an educational institution accredited by a DOE recognized accreditation body in education, early childhood development or related field required. Coursework or experience with children's literature required. Valid driver's license with satisfactory driving record required. Valid Iowa Class D Chauffeur's license, endorsement 2 required within three months of hire. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Preferred qualifications:

Two years of experience in a library, school or childcare related field preferred. Experience working with volunteers preferred. Experience working with online resources and Internet searching preferred. Ability to speak Spanish, Arabic or French 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: April 21, 2021

