



Revised February 23, 2021
Driver's license requirement revised

Accepting applications for:

Senior Library Assistant
Community & Access Services

Application deadline: Friday, March 12, 2021

Visit www.icgov.org/jobs to apply online

One permanent full-time position available
Full salary range: \$49,254.40 - \$63,211.20
Hours: Some evening and weekend shifts

Job summary:

Under general direction, hires, trains, evaluates, schedules and supervises hourly departmental staff. Oversees the check-out, check-in, and shelving of returned materials and is responsible for the overall condition of the stacks. Assists in the daily scheduling of Circulation Desk operations, and resolves problems associated with material circulation. Acts as lead worker on a shift to train and assign work to hourly and permanent staff, and to volunteers. Develops ongoing training opportunities and maintains a Circulation manual. Works on the Circulation Desk.

Minimum qualifications:

Bachelor's degree required. Two-years of experience working in a library, customer service or, related field required. Two years of supervisory experience required. Valid driver's license with satisfactory driving record required. Must pass criminal background check.

Preferred qualifications:

Two-years of experience working in a public library preferred. Experience working with volunteers preferred. Supervisory and project management experience 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: February 17, 2021

