

**Iowa City Public Library**  
**POSITION VACANCY ANNOUNCEMENT**  
[www.icpl.org](http://www.icpl.org)

To: All Current City Employees and the General Public  
From: Iowa City Public Library  
Date: April 11, 2019

Hourly Librarian  
Adult Services  
Part-time/Temporary  
\$22.00/hour; works in weekend rotation

**Summary:**

Under supervision of the Adult Services Coordinator, works at the Information Desk to provide information and reader's guidance to the public, answering reference questions and transactional questions related to patron accounts, the circulation of materials, and general library services Provides reference assistance during staff absences and serves in weekend rotations. Variable hours per week.

**Job Duties:**

Provides guidance to patrons in identification and use of nonfiction materials in a variety of formats. Answers routine and researches complex questions, using print, electronic and other resources in person, on the telephone, by mail, email, and chat. Assists patrons in the use of the online catalog and internet. Supervises public use of computer workstations. Provides general information about the Library to the public. Troubleshoots and supports patrons' use of technology. Maintains awareness of local, state, national, and international current events and community resources. Maintains awareness of new information resources and reference techniques. Identifies and recommends useful internet sites for the public and for staff use. Provides support to hourly Adult Services pages. Serves in Info Desk weekend rotation.

**Minimum Education and Experience:**

Master of Library Science degree from an ALA accredited program required. Criminal background check required.

**Knowledge and Abilities:**

One year of experience at a library reference desk preferred.

**Applications:** To apply, please visit the City's Self Services website at [www.icgov.org/jobs](http://www.icgov.org/jobs) to complete the City of Iowa City online employment application. **Application deadline is April 25, 2019.**

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

**It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.**

For Current Job Openings Available to the Public, Call: **JOBLINE - (319) 356-5021**