

Iowa City Public Library
EXTERNAL POSITION VACANCY ANNOUNCEMENT
www.icpl.org

To: All Current City Employees and the General Public
From: Iowa City Public Library
Date: May 21, 2019

Library Aide
Part Time/Temporary
Library Business Office
Hours: Monday-Friday, 1:00 pm to 5:00 pm
\$10.50 per hour

Summary:

Under immediate supervision, performs work of routine difficulty as clerical assistant in the Library's Business Office. Criminal background check required.

Examples of Duties:

Prepares and sends out Library mail. Assembles meeting packets and reports. Performs general clerical duties including filing, photocopying, scanning, document distribution, and data entry. Monitors and orders office supplies. Acts as back-up receptionist for Business Office.

Minimum Education, Training and Experience:

Graduation from high school and one year of clerical experience in an office setting; experience working with the public.

Knowledge and Abilities:

Experience with office procedures, office equipment, and familiarity with computers is necessary. Ability to understand basic library policies and procedures, follow written and verbal instructions, and work independently. Ability to work with the public and library staff.

Physical and Environmental Conditions:

Ability to sit, stand, walk, crouch, squat, climb stairs in a library setting. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 20 pounds. This position must have the ability to apply up to 30 pounds of force to move or push a book cart. Requires manual dexterity and fine motor skills to manipulate materials of various sizes and shapes. Specific vision abilities required by this job include close vision, color vision, and depth perception. The noise level in the work environment is usually moderate.

Application: To apply, please visit the City's Self Services website at www.icgov.org/jobs to complete the City of Iowa City online employment application. **Application deadline is June 4, 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.

The City of Iowa City is an Equal Opportunity Employer.

**City employees must log into their MSS account as an employee
with their employee number and password in order to apply**