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

To: All Current City Employees and General Public
From: Iowa City Public Library
Date: September 5, 2018

Library Aide: 2 positions
Adult Services
Part Time/Temporary
$10.50/hour

Summary:
Under general supervision, oversees distribution of study rooms, guest computer passes, and computer peripherals. Sorts and shelves library materials. Performs limited reference searches via microfilm and microfiche readers. Provides basic computer assistance. Retrieves storage items. Assists with photocopier, printing station, and scanner. Directs patrons with information and reference queries to appropriate staff.

Examples of Duties:
Sorts and shelves various library materials. Processes and shelves newspapers. Assists patrons with computers and library technology: provides basic computer help, sends faxes, and guides patrons through photocopy, printing, and Internet login procedures. Oversees lending of materials, equipment, and study rooms via the Page Station: distributes guest computer passes, DVD players, and headphones. Maintains positive visual presentation of the Library. Assures displays are filled and appealing to patrons. Monitors email and other library correspondence to keep abreast of current library operations. Attends regular staff meetings.

Training and Experience:
Must be at least sixteen (16) years of age. Some customer service experience is helpful.

Knowledge and Abilities:
Ability to sort and alphabetize library materials. Knowledge of library shelf arrangement. Some knowledge of general library functions and policies. Working knowledge of paging methods and procedures. Ability to read and understand basic instructions. Ability to calculate fines and process cash transactions. Ability to communicate effectively with the public. Some knowledge of library circulation policies and procedures. Knowledge of general clerical functions and office procedures. Skills in data entry and data retrieval in computer systems. Skills in working with library's computer software.

Application:
Application deadline is September 19, 2018. 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.

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