

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

To: All Current City Employees and General Public
From: Iowa City Public Library
Date: November 20, 2019

Library Aide
Community and Access Services
Part Time/Temporary
\$11.50/hour
12-15 hours per week
Some evening and weekend shifts

Summary:

Under immediate supervision, performs work of routine difficulty sorting and shelving materials; maintaining the collection; assisting in other Community and Access Services areas as assigned. Criminal background check required.

Examples of Duties:

Sorts and shelves books and other materials. Cleans and inspects library materials. Reads shelves to ensure correct arrangement of materials. May work on special assignments as needed. May assist at the Help Desk in the performance of routine tasks. Some evening and weekend shifts.

Training and Experience:

Must be at least 16 years of age. Ability to carry stacks of books and push heavy carts is required.

Knowledge and Abilities:

Some knowledge of Library policies; working knowledge of shelf arrangement. Skill in sorting and alphabetization.

Application:

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 December 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**