

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

To: All Current City Employees and General Public
From: Iowa City Public Library
Date: December 11, 2018

Library Aide
Collection Services
Part Time/Temporary
\$10.50/hour, 19 hours per week
Schedule: Monday through Friday, hours between 8:00 am and 5:00 pm

Summary:

Under general supervision, processes and mends library materials; assists in other Collection Services areas as assigned. Criminal background check required.

Examples of Duties: Processes library materials to prepare for checkout; creates spine labels both manually and by computer; applies stamps, plastic jackets, cases, etc. Programs RFID tags with barcode information for check out and check in of materials. Pulls materials from "new" shelves. Removes labels, and changes location information in the integrated library system (ILS). Processes withdrawn materials, sorts materials for sale, outreach, or discard. Locates, pulls, and gathers high and low use materials for collection development librarians, using ILS generated lists. Performs minor materials mending including reboxing, taping torn pages, preparing new labels. Inspects and identifies materials for mending using established criteria. Assists with simple database entry as needed.

Training and Experience:

Must be at least sixteen (16) years of age. Basic knowledge of library arrangement and functions is helpful.

Knowledge and Abilities:

Ability to follow oral instructions. Ability to follow multi-part and detailed written instructions. Ability to type at least 25 words per minute. Ability to handwritten clearly. Ability to sort and alphabetize library materials. Knowledge of library shelf arrangement. Skills in data entry and data retrieval in computer systems. Some knowledge of library functions and policies.

Application:

Application deadline is January 4, 2019. 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**