

Library Assistant

Salary: \$10.50 to start

Includes IPERS (Iowa Public Employees Retirement System)

Works a variety of shifts: days, evenings and Saturdays

11-17 hours weekly with possibility of more

Part Time duties to include:

- Book circulation
- Assist customers with computers, faxes, photo copies and other technology
- Reference assistance
- Genealogy research assistance
- Prepare overdue notices
- Completion of clerical tasks of patron forms, meeting minutes, desk top publishing in the form of flyers, brochures, book marks, seasonal programming calendars, etc.
- Materials processing & catalog magazines
- Create slides for submission to the electronic bulletin board
- Plan programming when assigned
- Assist with all levels of Library programming
- Shelving and straightening shelves
- Cleaning & dusting of shelves and keeping the library in order during the occasional absence of the custodian
- Other duties as assigned by the Library Director

Suggested Minimum Qualifications:

- High School diploma or GED
- Good computer skills
- Comfortable with children and working with the public
- Comfortable with using ladders and similar equipment
- Ability to lift 30 pounds
- Ability to maintain a flexible schedule
- Bilingual in English & Spanish a plus

July 5, 2022