



IOWA CITY
PUBLIC LIBRARY

123 S. Linn St. • Iowa City, IA 52240

319-356-5200 • icpl.org

HOURS: Mon-Thurs 10-9, Fri 10-8, Sat 10-6, Sun 12-5

Accepting applications for:

Hourly Library Aide

Adult Services

Application deadline: Tuesday, September 17, 2024

Visit www.icgov.org/jobs to apply online

One hourly part-time position available

Hours: 9-15 hours per week, including evening and additional weekend hours.

Wage: \$15.00 per hour

Job 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.

Minimum qualifications:

High school diploma or equivalent required. Experience working in a library, customer service or related field required. Must pass criminal background check.

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: 9/3/2024

