

# **Job Posting—Barlow Library, Part-Time Library Associate**

## **LIBRARY ASSOCIATE**

**Robert W. Barlow Memorial Library, City of Iowa Falls**

Posted March 10, 2020

- **Part-time position**
- **Starting Salary: \$8.75/hour**
- **Evenings and weekends - alternate weeks**
- **Approximately 18 hours per 2 week pay period**
- **Immediate start date**

**If interested:**

- 1) **Complete City of Iowa Falls job application form – can be picked up at circ desk or online at [IowaFallslib.com](http://IowaFallslib.com)**
- 2) **Attach resume if applicable**
- 3) **Return the above to the library in person, email or mail to: Robert W. Barlow Memorial Library; Attention: Erin Andrews, Library Director; 921 Washington Ave.; Iowa Falls, IA 50126**
- 4) **Any questions regarding the position should be directed to the Library Director at 641-648-2872 or [erina@iowafalls.lib.ia.us](mailto:erina@iowafalls.lib.ia.us)**

**APPLICATIONS DUE: Monday, March 23, 2020**

**Specific Duties include:**

- This position performs front line tasks related to the circulation of library materials and patron customer service.
- Perform full range of circulation desk duties using our automated library software – checking in and out materials, looking up information requested by patrons, assisting the Circulation Librarian
- Light cleaning and tidying of library spaces
- Answer telephone and provide routine information or refer calls. Call patrons to dispense library information
- Assist with processing of library materials
- Shelving and maintenance of library materials

**Qualifications, Education, Experience, & Skills Required**

- Ability to deal with public effectively.
- Excellent communication skills, good organizational skills, and the ability to prioritize.
- Post High School Education or Library experience preferred, High School diploma or equivalent required. (an exception will be made for High School student associates)
- Proficiency with computers and related hardware, software and online communications.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stoop, kneel, and crouch. The employee must regularly lift and or move up to 20 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include; close vision, distance vision, color vision, peripheral vision and depth perception.

**Accommodations:** Reasonably accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

*This job description is not, nor is intended to be, a complete statement of all duties, functions, and responsibilities that comprise this position.*