

Employment Opportunity

Library Associate

The Guttenberg Public Library is accepting applications for a friendly, energetic Library Associate. This position is under the supervision of the Library Director. The Library Associate performs all the functions dealing with circulation materials; is responsible for processing new materials for circulation; assists patrons in using the library facility, resources and services; and performs other tasks as assigned.

Qualifications: High school diploma, or equivalent, exceptional customer service skills, ability to communicate effectively, great computer skills, attention to detail and ability to multitask.

The position will be approx. 23 hours per week and includes days, evenings and weekends. More hours available if accepts cleaning responsibilities. This position offers vacation days and retirement benefits.

Pay will be determined based on qualifications.

An application and complete job description are available at the library or online at www.guttenberg.lib.ia.us. For any questions please contact Katey Simon, Library Director, at 563-252-3108 or guttlib@alpinecom.net.

Please send cover letter, resume and completed application, including references, to above email address or mail to Guttenberg Public Library, P.O. Box 130, Guttenberg, IA 52052. Position open until filled. The City of Guttenberg is an Equal Opportunity Employer.