

Job Title: Library Associate

Department: Guttenberg Public Library

Reports To: Library Director

Status: Part-Time

FLSA: Non-Exempt

Hours: 24-28 hours per week; typically 24 hours per week but position does not have a guaranteed minimum number of weekly hours, schedule includes evenings and some Saturdays

Pay: \$13 an hour

Benefits: IPERS & holiday pay

Position Summary

The Library Associate provides front-line customer service and supports daily library operations. This position assists patrons of all ages, helps maintain library collections, and contributes to a welcoming, inclusive, and well-organized public library environment.

Key Responsibilities

Patron Services: Assisting with research, locating resources, issuing library cards, answering questions (phone/in-person/email), conducting reader's advisory, and providing basic tech help with digital tools.
Collection Management: Cataloging, processing, shelving, and repairing library materials; creating attractive library displays promoting collection and services; assisting with inventory process.
Circulation: Checking items in/out, managing overdues, interlibrary loans, and handling fees/payments.
Technical Support: Assisting with computers, printers, faxing, online databases, and other library equipment.
Administrative Tasks: Data entry, filing, and maintaining records.
Library Environment: Enforce library policies and procedures in a calm and consistent matter. Maintain cleanliness, safety, and order in public service areas.
Other: Perform duties as assigned by the Library Director.

Qualifications

Required:

- High school diploma or equivalent.
- Strong customer service and communication skills
- Positive and effective interaction with the public
- Basic computer and typing skills and willingness to learn new technologies
- Reading, written, oral, and mathematic comprehension
- Ability to work a flexible schedule, including evenings and Saturdays
- Willing to obtain and maintain library endorsement and certification

Preferred:

- Previous customer service or public-facing experience
- Library experience or familiarity with library services
- Experience with computers and technology
- Experience with Microsoft and Google applications

Knowledge, Skills, and Abilities

- Commitment to public service and teamwork
- Competent in multi-tasking and prioritizing work tasks
- Attention to detail and reliability in attendance and performance
- Capable of working independently with guidance from supervisors

Physical Requirements & Work Environment

- Work is primarily performed indoors in a public service setting
- Requires standing, walking, twisting, bending, reaching and lifting materials up to 45 pounds.
- Good fine motor skills
- Able to read both print and electronic text