

Library Associate – Part-Time

The Guttenberg Public Library is seeking a welcoming, community minded staff member to provide front-line service to the public. This position is under the supervision of the Library Director.

Duties include: Performs all the functions dealing with circulation materials; responsible for processing/cataloging new materials; assists patrons in using the library facility, resources and services; and performs other tasks as assigned.

Qualifications: High school diploma or GED required. Strong customer service and communication skills, basic computer skills, attention to detail and ability to multitask, and able to work evenings and some Saturdays. Library or public service experience preferred.

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 and holiday pay

Apply: An application and complete job description are available at the library or online at www.guttenberg.lib.ia.us. Please send cover letter, resume, and completed application, including references, to katey@guttenberg.lib.ia.us or mail to Guttenberg Public Library, c/o Director, P.O. Box 130, Guttenberg, IA 52052. Position will be posted until filled. For questions, please contact Katey Simon, Library Director, at the above email address or call 563-252-3108. The City of Guttenberg is an Equal Opportunity Employer.