



GRIMES PUBLIC LIBRARY SEEKS PART-TIME LIBRARY ASSOCIATE I

The Grimes Public Library seeks multiple positions for part-time Library Associate I to join a dynamic community library in the heart of one of the fastest growing cities in Iowa. This position will work with the Circulation department, with primary duties including assisting patrons, circulating materials, managing patron accounts, and facilitating a welcoming environment in the City of Grimes Public Library.

Positions are open for both daytime and evening hours. All positions will work one weekend a month.

Ideal candidates will have at least a high school education or GED, with one year of college preferred. Successful candidates should have familiarity with the use of library catalogs and databases to locate materials and basic mathematical and computing skills.

This hourly position will start at \$14.00 per hour.

TO APPLY:

Submit: (1) an application and (2) a resume through the City of Grimes web site:

<https://www.grimesiowa.gov/Jobs.aspx>

Applications will be accepted until multiple positions are filled.



City of Grimes Job Description

A. Position Title **Location**

Library Associate I	Public Library
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B. Job Specifications

<input type="checkbox"/> Regular, Full-Time	<input checked="" type="checkbox"/> Part-Time	<input type="checkbox"/> Seasonal, From: Click here to enter text.
Department:	Circulation	To: Click here to enter text.
Reports to:	Head of Circulation/Youth Services	Bargaining Unit: Click here to enter text.
Post Offer Testing:	Click here to enter text.	FLSA: Hourly
Civil Service:	Click here to enter text.	Hourly/Monthly Pay: \$14.00/hour

C. Job Description Summary

Library Associates help patrons use library services, technology, and facilities and perform a variety of circulation, administrative, technical, and other tasks under the direction of the department head and/or Library Director.

G. Routine Job Duties/Responsibilities

Serves as the main point of contact for patrons while performing associate duties such as circulating materials, managing patron accounts, and facilitating a welcoming environment.
Performs a variety of tasks using a wide range of technology including but not limited to Library ILS, word processing and spreadsheets, and digital resources and/or databases.
Answers basic reference, technology, and directional questions via phone, chat service, email, and in-person.
Enforces library policy and stays informed of library services, procedures, and events.
Assists in maintaining a clean and well-maintained library collection and building.
Attends library staff meetings.
Records statistics for reports for all departments of the library.
Collects and records daily financial transactions.

E. Periodic Job Duties/Responsibilities

Assists with reader's advisory activities.
Registers patrons for programs and assists with meeting room tasks as well as assists with special programs.
Other duties as assigned.

F. Qualifications

Education/Experience:	High school diploma or GED; one year of college preferred. Must have at least one year of experience working with the public. Prior customer service experience preferred.
Skills:	Excellent Customer service skills, phone skills, strong interpersonal skills, and above average computer skills required. Ability to pay close attention to detail, listen carefully, take instruction, and learn procedures quickly is required. Must work well with others.
Knowledge	Must have basic knowledge of public libraries, databases, online library systems, mathematical and computer skills.
Licenses:	N/A

G. Working Conditions

Lifting Requirements: <i>(Refer to Glossary of Terms)</i>	Sedentary/light work. Exerts up to 20lbs of force frequently and/or a negligible amount of force constantly to move objects.
Physical Requirements: <i>(Refer to Glossary of Terms)</i>	Work is performed primarily in office setting with periodic field visits involving intermittent physical activity. Sufficient clarity of speech, hearing, vision and other communications capabilities, with or without reasonable accommodation which enables the individual to communicate effectively. Must also possess manual dexterity, with or without reasonable accommodation, to operate a personal computer and associated office tools and equipment.
Safety Hazards: <i>(Refer to Glossary of Terms)</i>	N/A

H. Disclaimer

This job description reflects the administration's assignment of essential functions; and nothing herein restricts the administration's right to assign or reassign duties and responsibilities to this job at any time (with Union contract guidelines if applicable). This Job Description is not to be construed as a contract for employment.

I. Pre-Employment Screening

Action Required	Result	Date
<input type="checkbox"/> Reference Check	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Credit History	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Education/License Credentials	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Criminal Records	Click here to enter text.	Click here to enter text.
<input type="checkbox"/> Employment Verification	Click here to enter text.	Click here to enter text.

L. Review

Compensation Review/Approval	Date:
City Administrator/Department Director Signature	Date:

Reviewed with Employee by:	Date:
Employee Signature	Date: