

Iowa City Public Library
POSITION VACANCY ANNOUNCEMENT
www.icpl.org

To: All Current City of Iowa City Employees
From: Iowa City Public Library
Date: March 11, 2010

Clerk

Technical Services/Circulation Services
Full-Time (40 hours/wk) Temporary Position
Immediately through May 30, 2010
\$15.00 per hour

Summary:

Under general supervision, performs library work of routine difficulty in Technical and Circulation Services. Performs searching and data entry on Library automated system and other databases. Performs work related to the circulation of Library materials; check in and checkout, issuing library cards, maintaining patron file, accepting payment and clearing fines and bills, interpreting complex rules and procedures, and making policy exceptions within guidelines.

Characteristic Duties and Responsibilities:

Addition and update of item records in the Library database. Preparation of materials to be sent to the bindery. Receipt and preparation of new materials for circulation. Performs general material circulation duties; assists patrons, checks out and checks in library materials. Issues Library cards and maintains computerized patron files. Communicates Library circulation policies and procedures to patrons and handles or refers questions or complaints as appropriate. Monitors the activities of and trains circulation volunteers and temporary staff. Works regular shifts (up to 20 hours/week) on the Circulation Desk, including evening and weekend shifts.

Physical Environment and Conditions:

Ability to move about an office or building. Ability to perform extensive sitting and keyboarding at a computer terminal. Ability to perform extensive sitting, standing, walking, crouching, squatting, climbing stairs and lifting in a library setting. Ability to lift library materials up to 20 pounds and push loaded library carts.

Minimum Education, Experience and Certifications:

High school diploma or equivalent. One year of general clerical or public service work, including data entry, preferably in a library or related field.

Knowledge, Skills, and Abilities: Skills in data entry and retrieval in computer systems and operation of standard office equipment. Ability to perform basic mathematical calculations and processing of cash transactions. Demonstrated skill working with the public, including assisting with customer complaints and general customer service issues. Ability to communicate tactfully and effectively with other staff and the public, in person and over the telephone.

Application:

Applications are available Monday-Friday, 10:00-12:00 pm and 1:00-5:00 pm in the Library Business Office, 2nd floor, 123 South Linn Street. Applications due by 5:00 pm on Wednesday, March 17, 2010.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an affirmative action/equal opportunity employer. Applications from females, minority group members and persons with disabilities are encouraged.

For Current City of Iowa City Job Openings Available to the Public,
Call: **JOBLINE - (319) 356-5021**