Gutekunst Public Library
State Center, Iowa

Job Title:
Librarian

Supervisor:
Library Director

Job Summary:
Assist library director and other staff in providing library patrons with a full range of materials, services and programs useful to them and the community at large.

Duties and Responsibilities:
Provide front line public service involving readers' advisory and reference assistance in the library collection. Charge and discharge library materials at the circulation desk. Assist in maintenance of records of all kinds, such as circulation of materials, holdings and computerized patron records. Provide interlibrary loan assistance. Assist in conducting programming for the summer library program and other programming for patrons of all ages. Maintain order in any specified area of the library so that materials can be easily retrieved for patrons. Make recommendations for improvements in services and collection. Represent the library in a positive and professional manner in both dress and demeanor. Perform other duties as assigned and provide general assistance as necessary.

Requirements:
High school graduate with some college or previous work experience preferred. Ability to operate or learn a copy machine and electronic cataloging system. Experience with computers including data entry and various software programs. Demonstrate organizational, filing and typing ability. Have general math and English skills. Demonstrate good oral and written communication skills in interacting with staff. Follow verbal and written instructions. Be dependable, efficient and honest. Be knowledgeable and courteous when dealing with all library patrons. Have aptitude and interest in library work, ability to make decisions, work independently, provide creative ideas and enjoy working with people of all ages. Available to work flexible schedule, including Saturdays and evenings.

Salary:
Hourly wage commensurate with experience. Average 15-20 hours per week. IPERS benefits provided upon hire.