



BURLINGTON PUBLIC LIBRARY PART-TIME LIBRARY AIDE

The Library has an opening for a part-time Library Aide to assist patrons using the library's facility.

ESSENTIAL FUNCTIONS

Regularly scheduled to work at the Help Desk, Customer Service and Children's Services desks. Provide excellent customer service and adhere to the confidentiality of patron information. Issue library borrower cards using established library policies and when communicating with patrons, use effective communication skills. Assist patrons using the library's facility and equipment including but not limited to online catalog, online databases, public computers, printing, photocopying, and microfilm reader/printers. Maintain records and statistics. Assist with the provision of library programs and marketing library materials and services. Regular and punctual attendance record. Represent the City and the Burlington Public Library in a professional, responsible and trustworthy manner. Perform other duties as assigned in the Public Services Dept, Youth Services Dept., Technical Services Dept, and Information Technology Department.

MINIMUM QUALIFICATIONS

High school graduate or equivalent required; library work experience or related post-secondary coursework is desired. Must be able to pass a State of Iowa background investigation and pre-employment drug test. Must be able to problem-solve, multi-task, be flexible, work cooperatively with others, effectively use excellent customer service and communication skills when interacting with co-workers and patrons, and to work independently of others. Applicant must be able to plan, organize, and prioritize tasks. Must successfully complete an alphabetizing/Dewey Decimal test and demonstrate basic computer skills including but not limited to using a word processing program, e-mailing, and accessing resources on the Internet. The City recognizes Iowa Workforce Development's Iowa Career Readiness Certificate program. Must live in Des Moines County or in Iowa within ten air miles of the Burlington City limits.

HOURLY WAGE/WORK SCHEDULE

\$15.30/hour. AFSCME Bargaining Unit position. Approximately 20 hours/week. Must be able to work days, evenings and weekends.

HOW TO APPLY

Applications are available online at www.burlington.lib.ia.us, www.burlingtoniowa.org, at the Burlington Public Library, 210 Court Street, Burlington, Iowa, Burlington City Hall, 400 Washington St., Burlington, Iowa or by calling 319-753-1647. Applications must be completed and received by 5 pm on Monday, February 8, at the Burlington Public Library.

THE CITY OF BURLINGTON DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.