



The City of Marshalltown is an equal opportunity employer

Position Announcement

24 N Center Street, Marshalltown, IA 50158

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Position: Library Page, Part Time

Department: Marshalltown Public Library

FLSA Classification: Hourly, Part Time Regular

Civil Service Classification: Not covered by Civil Service

Union Classification: Not covered by Bargaining Unit

Rate of Pay: \$7.25 per hour

Hours: 8-15 hours per week. Applicants must be available to work evenings and weekends.

Application Process: All applicants must submit the following:

City of Marshalltown Employment Application. Applications are available online at www.ci.marshalltown.ia.us, at City Hall, 24 N Center Street, and at the Marshalltown Public Library, 105 W Boone St. Completed employment applications should be submitted electronically to the Library Director at rosenblum@ci.marshalltown.ia.us. Paper applications should be dropped off to the Marshalltown Public Library or mailed to the Library Attn: Sarah Rosenblum, 105 W Boone St, Marshalltown, IA 50158. Applicants must be at least 16 years of age to apply.

General Statement of Duties

Shelves materials; circulates materials; assists patrons in locating materials.

Distinguishing Features of the Class

This is responsible front line public service involving shelving materials, circulating materials, and assisting the public in finding materials requested. The work is performed under the direct supervision of the Assistant Director or Youth Services Supervisor who assigns work and provides instruction as needed. An employee in this class is expected to cooperate with and assist other personnel in the library as work demands may require.

Examples of Essential Work (Illustrative Only)

- Provides assistance in finding materials or information requested in the adult and youth collections;
- Charges out and renews library materials according to current operating procedures;
- Checks in returned materials;
- Shelves materials and conducts shelf-reading
- Explains library policies, rules, and procedures to a variety of library users;
- Prepares new books and other materials for shelving;
- Empties book drop, transporting materials to the circulation desk for processing;
- Performs related work as required.
- Prepares library borrower's cards.

Required Knowledge, Skills, and Abilities

- Good knowledge of library circulation systems and procedures;
- Good knowledge of the Dewey Decimal System of classification;
- Ability to communicate well with supervisor, other members of the library staff, volunteers, and the general public orally, using

non-technical language;

- Ability to establish and maintain effective working relationships with other library employees;
- Good knowledge of the capabilities and limitations of library Dynix circulation software;
- Ability to use logical thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to concurrently perform a variety of manual and clerical tasks under the pressure of time-sensitive deadlines;
- Tact, patience, and courtesy;
- Ability to communicate in English.

Acceptable Experience and Training

- Must have attained the age of 16 years;
- One to three months experience or training; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Ability to push and pull library book trucks weighing 100-300 pounds.
- Ability to carry 15 pounds of books across the library.
- Ability to stand for long periods of time.
- Ability to bend and stretch to reach high and low shelves.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with assigned employees, other library staff, and the general public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to review a wide variety of written reports and other materials in both hardcopy and electronic form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a computer keyboard and process library materials;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to locate, retrieve, and shelve library materials, to retrieve the library book drop, and to perform circulation operations.

Essential Working Conditions

- The noise level in the work environment is usually moderate.