

Part-Time Library Associate Position

TITLE: Library Associate (10-15 hours/week, primarily mornings and afternoons, with some evenings, and weekends)

JOB SUMMARY: Under the supervision of the Library Director, the primary responsibilities of this position is to perform front line tasks including circulation of library materials, collection maintenance, and patron customer service including answering phones and assisting in programming as necessary. And other duties as assigned.

ADDITIONAL REQUIREMENTS: Skilled in public relations. Interest in reading and other library-related activities. Ability to accept responsibility and supervision learn new skills, adapt to change. Physical ability to perform the duties of this job classification. Literate in basic computer skills and willing to learn new computer skills.

QUALIFICATIONS: This is an entry-level position. Graduation from a high school (or equivalent) is recommended. Helping library patrons requires intermediate use and troubleshooting of technology, including library-specific software, internet browsing, Microsoft Office programs, and digital devices and apps.

WORKING CONDITIONS: Assist library patrons in the use of the library and perform work which is moderately physically demanding. Occasional climbing, stooping, kneeling, and reaching activities. Requires ability to converse, using verbal and listening skills with patrons, the public and staff. Ability to deal with difficult people. Requires clerical, form, numerical, and verbal perception. Minimal physical strength requirements involving the moving, lifting, pushing, carrying, and pulling of objects weighing up to 50 pounds.

APPLICATION REQUIREMENTS: Any combination of training and experience that provides the required knowledge, skills, and abilities. Applicants must have a valid Iowa Drivers License prior to first day of employment. **DISCLAIMER:** All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary for successful job performance. Positions may be subject to post-offer exams such as drug testing outlined by the City of Aplington. Requirements, working conditions, duties, and responsibilities are subject to change at any time. The Library Director reserves the right to alter this position when conditions merit. An equal opportunity employer.

TO APPLY: Submit application, resume, and references or any inquiries to director.aplingtonlibrary@gmail.com or in person at the library.

Position will be open until filled.

Submit all materials by Friday, September 11, 2026 at 5:00 p.m.