



Tipton Public Library
206 Cedar St.
Tipton, IA 52772

(563) 886-6266
staff@tiptonpubliclibrary.org
tiptonpubliclibrary.org

Job Posting - Library Assistant

The Tipton Public Library is accepting applications for the position of Library Assistant. **This position is full-time, with evening and weekend hours.** The pay range is \$15-16 per hour, depending on experience and education. The ideal candidate will be self-motivated, have a working knowledge of library policies and software, and be able to work with patrons of all ages. Willing to train.

Job Summary

Be first point of contact with library visitors. Check Library materials in and out. Assist patrons with library services and technology. Perform proper shelving of Library materials. Perform cataloging and processing of library materials.

Minimum Education, Experience, and Certification

High school diploma required; some college training is desired. Experience in library work is desired but not required. Customer service experience is greatly desired.

Knowledge, Skills, and Abilities

Able to meet and deal with the public in a pleasant, courteous, and professional manner. Familiar with library shelving systems and alphabetizing. Able to use a computer and the use of the internet. Familiarity with literature and authors is helpful.

Application

To apply, please submit a City of Tipton employment application (and/or resume with job history and references) to the Tipton Public Library. Applications accepted until filled. The City of Tipton is an equal opportunity employer.

Library Staff

Library Director: Denise Smith · Assistant Director/Youth Services Librarian: Becky Knoche

Library Board of Trustees

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