



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 is a full-time position with evening and weekend hours. The pay rate ranges from \$15 to \$16 per hour, depending on experience and education. The ideal candidate will be self-motivated, knowledgeable about library policies and software, and capable of working with patrons of all ages. Training will be provided.

****Job Summary****

Serve as the first point of contact for visitors. Check out and check in library materials. Assist patrons with library services and technology. Properly shelve library materials and perform cataloging and processing tasks.

****Minimum Education, Experience, and Certification****

A high school diploma is required; some college coursework is preferred. Experience in library work is desirable but not mandatory. Customer service experience is highly beneficial.

****Knowledge, Skills, and Abilities****

Able to courteously and professionally interact with the public. Familiar with library shelving systems and alphabetization. Capable of using a computer and Internet. Knowledge of literature and authors is a plus.

****Application****

To apply, submit a City of Tipton employment application and/or resume with work history and references to the Tipton Public Library. Applications will be accepted until the position is 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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