



Washington Free Public Library
Cary Ann Siegfried, Library Director
admin@washington.lib.ia.us
www.washington.lib.ia.us

115 W. Washington St.
Washington, IA 52353
319.653.2726 Phone
319.653.3095 Fax

JOB POSTING – Part-time Library Assistant

The Washington Free Public Library is looking for a team-oriented individual who is passionate about libraries and enjoys serving the public.

Job Summary: Under direct supervision of the Library Director, this position performs front-line tasks related to the circulation of library materials and patron customer services. This position is primarily responsible for assisting library staff and patrons, shelving and retrieving material and processing cataloged materials. The position provides consistent and courteous customer service to patrons and library staff at all times.

Work Schedule: 16-20 hours per week. Regular hours are 3:00 to 7:00 pm Monday-Thursday; participates in the Saturday (9 am to 1 pm) rotation (approximately every 3rd-4th Saturday). This schedule is NOT negotiable.

Essential Job Duties:

- Perform library opening and closing duties when assigned.
- Perform tasks relating to the circulation of materials, including staffing the circulation desk, checking material out and back in, collecting fines and fees and other related duties.
- Assist patrons with public computing, printing, copying and faxing activities. Organize and maintain library materials through accurate shelving and shelf-reading.
- Register new patrons and issue and renew library cards.
- Answer patrons' questions and help them find library resources.
- Maintain a safe, pleasant and welcoming environment in the library.
- Maintain and troubleshoot problems with library equipment including computers, photocopiers, and audiovisual equipment.
- Reserve meeting rooms for the public.
- Communicate effectively orally with supervisor, peers and library patrons.
- Follow library and city policies and procedures.
- Develop constructive and cooperative working relationships and maintain them over time.
- Provide oversight to pages and volunteers as required.
- Perform other duties as assigned.

Knowledge, Skills & Abilities:

- Knowledge of customer service principles and procedures.
- Knowledge of common personal computer and mobile device applications.



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- Knowledge of basic arithmetic and alphabetizing skills.
- Skill at communicating clearly, courteously and tactfully, both orally and in writing, with patrons, peers, and supervisor.
- Skill at utilizing the Library's integrated library system to provide service to library patrons and to effectively manage library collection inventory.
- Skill at counting change and handling money.
- Skill at working with and troubleshooting technology equipment.
- Able to understand and follow verbal and written instruction.
- Able to manage and prevent conflict and remain calm and collected during crises.
- Able to manage time wisely and prioritize effectively to complete assignments on time.
- Able to interact with library patrons of all ages in a friendly, polite, and helpful manner.
- Able to learn and correctly apply department policies and procedures, including a library patron's right to confidentiality.
- Able to appreciate and respect the diversity of peers, volunteers, and patrons.
- Able to follow library policies and procedures.
- Ability to communicate with Spanish-speakers is helpful.
- Ability to learn quickly and use new skills and knowledge brought about by rapidly changing information/technology.

Education and Experience: Must be 18 years of age or older and possess a high school diploma or equivalent. One (1) year of customer service experience is preferred. Must be available to work nights and weekends.

Compensation & Benefits: Starting rate: \$15.00 – \$17.00 per hour depending on experience and education. IPERS is available, dependent upon hours worked.

To Apply: Submit a City of Washington Job Application (cover letter and resume are optional but encouraged) to Cary Ann Siegfried at 115 W. Washington St, Washington, IA 52353 or via email to cary.siegfried@washington.lib.ia.us.

Apply before: August 11, 2025 @ 5 pm