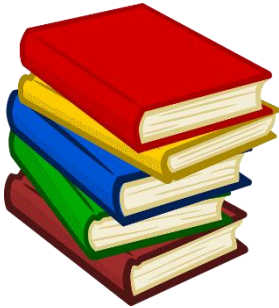
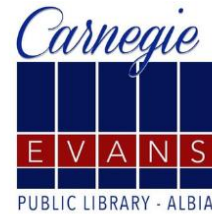




**Carnegie-Evans Public Library**  
203 Benton Ave.  
Albia, Iowa 52531  
<https://www.albia.lib.ia.us>  
1(641)932-2469



Carnegie Evans Public Library has one (1) (part-time) Assistant Librarian position open for limited hours!

This position is ideal for someone that is seeking 5-10 hours a week supporting the operations of the library! A successful candidate will be high energy, have the highest standard of customer service, be self-motivated, able to adapt to a changing environment and comfortable working with patrons of all ages including children and their families. A strong focus will be on building programs that link the library to community groups and educational institutions. This position will include a variety of work responsibilities, including but not limited to, patron engagement, public program development for children, general reference services, computer and device assistance, marketing engagement, shelving, standing, sitting, stopping and/or lifting. Hourly pay commensurate with experience and benefits include IPERS retirement program. We are willing to work with the right candidate to establish the expected hours with flexibility!

#### Description of Duties:

- Ability to maintain the highest standard of customer service;
- Proficiency with computers, E-mail, Microsoft Word and Excel;
- Clerical duties, such as: answering phones, sorting mail, filing, typing, word processing, shelving, organizing and environment maintenance, photocopying, mailing;
- Previous experience working with youth a plus;
- Knowledge of library software a plus;
- Previous library experience a plus;
- Previous experience working with the public a plus;
- Ability to Plan and Coordinate Library Programs with other staff;
- Availability for a flexible schedule that may include days, nights and weekend hours;
- Background check may be required.

A Cover Letter, Resume and Part-Time City of Albia Application should be submitted to the Library Director, Aimee R. Campbell at [aimee@albia.lib.ia.us](mailto:aimee@albia.lib.ia.us) or can be submitted in person at the Carnegie Evans Albia Public Library. A Part-Time City of Albia Application can be picked up from the Carnegie Evans Albia Public Library or Albia City Hall.

*The City of Albia is an Equal Opportunity Employer.*