



LIBRARY ASSOCIATE APPLICATION

Part-Time • Up to 15 Hours per Week

Starting Wage:	- \$11.00/hour, or commensurate with qualifications and experience
Benefits:	- Eligible for IPERS benefits in accordance with applicable IPERS requirements and City policy - 10 hours of PTO per calendar year

POSITION SUMMARY

The Library Associate works under the supervision and direction of the Library Director and assists with the day-to-day operation of the Wellsburg Public Library. The position provides frontline patron service and performs routine circulation, collection, technology, program-support, and facility-care duties. Library Associates open or close the library and work independently during assigned shifts while following established Library and City policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide courteous, welcoming, and responsive service to patrons of all ages.
- Perform circulation duties, including check-in/out, renewals, holds, patron registration, account updates, and routine account assistance.
- Answer phones, provide general library information, assist patrons in locating materials, and refer questions or concerns to the Library Director when appropriate.
- Shelf, shelf-read, organize, prepare, and perform basic repairs of library materials as directed.
- Assist patrons with computers, Wi-Fi, printing, copying, scanning, faxing, digital resources, and other library technology and equipment.
- Assist with children's and adult programs, displays, outreach, promotions, meeting-room rentals, and special projects.
- Collect and accurately record library fees and other payments according to established procedures.
- Perform routine cleaning, tidying, restocking, and building-care duties to maintain a clean, safe, organized, and welcoming environment.
- Complete opening and closing procedures and secure the library when assigned.
- Protect patron privacy and maintain confidentiality of library records and information.
- Follow established safety and emergency procedures; document and report incidents, hazards, building problems, or unusual situations.
- Communicate regularly with the Library Director regarding questions, incidents, unfinished tasks, and follow-up needs.
- Attend required staff meetings, training, and continuing education; perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent, or current enrollment in high school as permitted by applicable employment requirements.

Applicants should demonstrate: effective communication and customer-service skills; ability to follow written and verbal instructions; ability to work independently after training; sound judgment and willingness to seek supervisory assistance when needed; ability to maintain confidentiality; basic computer skills or willingness to learn required library technology and systems.

Physical Requirements: Ability to sit, stand, walk, bend, reach, shelf and retrieve materials at varying heights, and move library materials, book carts, tables, chairs, and supplies as required. Must be able to work effectively in a public-service environment with frequent interruptions. Accommodations will be provided as applicable by state and federal laws.

Library, customer-service, or public-service experience is preferred but not required.

To Apply: Complete this application. You may include a resume, **though it is not required**. Return materials to the Wellsburg Public Library ATTN: Library Director or email them to Wellsburglib@gmail.com. Questions? Contact the Library Director at 641-869-5234. The City of Wellsburg is an Equal Opportunity Employer

APPLICANT INFORMATION

Name	Date
Address	City / State / ZIP
Phone Number	Email Address

Are you a current high school student? ☐ Yes ☐ No

VETERANS' PREFERENCE / MILITARY SERVICE

To be completed by all applicants. Iowa law provides eligible veterans preference in public employment. The City asks the following questions to comply with Iowa Code Chapter 35C.

Have you served in the United States Armed Forces, Reserve Forces, or Iowa National Guard, including service during a war or armed conflict? ☐ Yes ☐ No (if "No", please skip to "Employment/Volunteer History" section)

Branch / Component	Dates of Service (From - To)
Rank at Separation / Current Rank	Discharge / Separation Status
If discharged or separated: under honorable conditions? ☐ Yes ☐ No	Currently serving? ☐ Yes ☐ No

Do you wish to claim veterans' preference under Iowa Code Chapter 35C? ☐ Yes ☐ No

If you claim veterans' preference, the City may request documentation reasonably necessary to establish eligibility.

If you are claiming veterans' preference, you may request notice if you are not selected. Please choose one, if desired:

- ☐ Notification of refusal only
- ☐ Notification of refusal and the specific grounds for refusal
- ☐ No request at this time

EMPLOYMENT / VOLUNTEER HISTORY

Please list up to two recent positions, volunteer roles, or other experiences relevant to this job. High school students may include school or community activities.

1. Organization / Employer: _____

Position / Role	Dates (From - To)
Primary Duties	Reason for Leaving / Ending

2. Organization / Employer: _____

Position / Role	Dates (From - To)
Primary Duties	Reason for Leaving / Ending

EDUCATION

Highest level of education completed / current grade level if high school student:

Degree, diploma, certificate, or expected graduation date (if applicable) and school/Institution:

AVAILABILITY

Typical shifts are 2-5 hours in length during business hours, with occasional full-day shifts. Business hours are as follows:

Tuesday 10 a.m.-5 p.m. • Wednesday 10 a.m.-7 p.m. • Thursday 10 a.m.-5 p.m. • Friday 10 a.m.-5 p.m. • Saturday 10 a.m.-12 p.m.

Please check all times you are generally available:

- ☐ "Closing shift" (last 2-3 hours of each weekday: Tuesday, Wednesday, Thursday, Friday)
- ☐ Wednesdays, 1-7 p.m.
- ☐ Saturdays, alternating 10 a.m.-12 p.m. (approximately 2 Saturdays per month)

Do you have any regular conflicts or restrictions that would affect your availability during library business hours? If yes, please describe.

INTEREST AND EXPERIENCE

1. Why are you interested in working at the Wellsburg Public Library?

2. Describe any work, volunteer, school, or community experience that you feel relates to this position or do you have experience working directly with children, programs, events, or the public? If yes, please describe.

RELEVANT SKILLS

Check any areas in which you have experience. Prior library experience is not required.

- | | |
|---|---|
| ☐ Customer service / working with the public | ☐ Working with children or teens |
| ☐ Computers and basic troubleshooting | ☐ Programs, crafts, or event setup |
| ☐ Email and internet use | ☐ Cleaning / organization |
| ☐ Microsoft Office / Google Workspace | ☐ Social media or creating flyers |
| ☐ Printing, copying, scanning, or faxing | ☐ Other: _____ |
| ☐ Cash handling / making change | |

Please describe any additional skills, certifications, or experience that may be relevant:

REFERENCES

Please provide up to two references who are not immediate family members.

Name	Relationship	Phone	Email

APPLICANT ACKNOWLEDGMENT

I certify that the information provided in this application is complete and accurate to the best of my knowledge. I understand that employment is subject to applicable City and Library policies and completion of required hiring procedures. I understand that false or materially misleading information may disqualify me from consideration or, if discovered after hire, may result in employment action consistent with applicable law and policy.

Signature

Date
