



**Bondurant City (IA)**  
**Adult Services Librarian**

**APPLY HERE**

<b>SALARY</b>	\$19.00 - \$32.35 Hourly	<b>LOCATION</b>	IA 50035 USA, IA
<b>JOB TYPE</b>	Part Time	<b>JOB NUMBER</b>	2024-00013
<b>DEPARTMENT</b>	Library	<b>OPENING DATE</b>	04/11/2024
<b>CLOSING DATE</b>	4/22/2024 4:29 PM Central		

---

### Job Description

Under direct supervision of the Library Director, the Adult Services Librarian performs a variety of part-time professional library functions. Duties involve planning and implementing programs to adults in the community, circulation, organization of materials, patron assistance, and supervision over volunteers and staff as assigned by the Library Director.

### Essential Duties and Responsibilities

1. Plans and presents creative and successful adult programs.
2. Provides outreach programs to target adults in the community.
3. Travel to and from various services, events, programs, etc.
4. Plans and implements the Summer Reading Program in cooperation with the Children's and Youth Services Librarian.
5. Updates library webpage on adult events, news, and resources.
6. Assists Assistant Library Director with grant writing for adult services.
7. Assists in maintaining the adult collection by reading reviews, selecting materials, gaining knowledge of trends, and monitoring the collection budget as assigned.
8. Assists the Director and Assistant Director with weeding the adult collections.
9. Works cooperatively, establishes and maintains communication with community organizations.
10. Provides back up of duties for the Assistant Library Director.

### Required Knowledge, Skills, Abilities, Certifications & Experience

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

1. Analytical, organizational, and communication skills.
2. Knowledge of basic desktop computer applications.
3. Ability to work well with adults, children, teens, parents, and care providers.
4. Ability to work independently as well as effectively as a team player.
5. Excellent people and communication skills.
6. Ability to interact well with the public.
7. Ability to work a flexible schedule, which includes some evenings and weekends.
8. Ability to consistently meet department work schedule and deadlines as designated.
9. Demonstrated oral and written communication skills.

10. Ability to use standard office and library equipment and software.
11. Ability to establish and maintain a proper working relationship with library staff and the public
12. Physical ability to perform essential job functions.

**ENTRY REQUIREMENTS:****Educational/Training/Experience:**

1. Minimum: College degree or State Certification , to be obtained within one year of hire to the position.
2. Preferred: Master's Degree Library Science.

**Licenses:**

1. Required: Valid Iowa Driver's license or ability to obtain one.
2. Required: Ability to be insured to drive under City Of Bondurant Insurance.
3. Required: State of Iowa Public Librarian's Certification or ability/willingness to obtain certification.

**Supplemental Information**

Most work is performed inside the library building which is temperature controlled. Work includes standing for extended periods, working with computers and other office equipment, moving throughout the library, and working directly with patrons. Work may involve frequent Interruptions and exposure to dust and fumes.

Occupational hazards may include strains and falls related to moving, shelving, and retrieving library materials and furniture. Occasional work outside may include servicing book drop, monitoring or sweeping sidewalks and courtyard.

Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.

1. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees and incumbents are encouraged to discuss possible accommodations with the Library Board and the City of Bondurant.
2. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the Library Director.
3. The job description does not constitute an employment agreement between the employer and employee.
4. The Library Board reserves the right to change or reassign job duties or to combine positions at any time.

---

**Agency**

Bondurant City (IA)

**Address**

200 2nd St NE  
PO Box 37  
Bondurant, Iowa, 50035

**Phone**

5159672418

**Website**

<http://cityofbondurant.com>