



112 W. Call Street; Algona, IA 50511
Phone: 515-295-2411
www.algonaiowa.gov

Part-time Library Assistant Job Opening

Job Title: Part-time Library Assistant
Wage Range: \$13.00 - \$15.00 per hour, DOQ
Posting Date: July 10, 2025
Closing Date: Open until filled; first review of applicants on July 21, 2025

The City of Algona (pop. 5,487), located in north-central Iowa, and the county seat of Kossuth County is seeking a self-motivated, organized and friendly individual to serve as a Library Assistant for the Algona Public Library. This part-time position, approximately 22.5 hours per week, will provide excellent customer service and information assistance to the public while helping to create a welcoming library environment. Hours for this position vary and range from 9:30 am to 7:00 pm and includes some Saturdays from 9:30 am – 1:00 pm.

Description

The Library Assistant is responsible for performing a wide range of public contact duties including greeting library customers, answering the telephone, and assisting customers in obtaining materials. The Library Assistant will also provide customers with technology assistance and promote library services, products, and events. The Library Assistant helps maintain an orderly, accessible collection and prepares materials for circulation as well as assists in department operations such as opening and closing the library, counting money, emptying book drops and maintaining equipment.

Qualifications

The successful candidate should have excellent customer service skills for all ages, excellent oral and written communication skills, and skills in using current library technology and operating systems. The position requires a high school diploma or equivalent and possession and maintenance of a valid driver's license. Additional education or library experience is desired.

The City offers competitive wages and a benefits package which includes paid vacation time, sick time, holidays and IPERS.

Application Process

To apply, send a cover letter, resume, and three references to Deputy City Clerk/Human Resources Manager Nancy Lindell at nlindell@algonaiowa.gov. A full job description can be viewed on the City of Algona website at www.algonaiowa.gov.

The City of Algona is an Equal Opportunity Employer.