



Accepting applications for:

Library Coordinator

Collection Services

Applicant deadline: Monday, October 20, 2025

Visit www.icgov.org/jobs

One permanent, full-time position available (40 hours).

Salary Range: \$92,539.20 to \$135,116.80

Schedule: Monday through Friday 8 AM to 5 PM.

Includes occasional evening and weekend hours.

Job summary:

Plans and directs the operational activities of the Library Collection Services Department, including selection, acquisitions, serials, cataloging and processing. Responsible for the implementation of policies, procedures, workflow and training associated with all aspects of Collection Services work. Oversees selection staff and works with the Library Director on collection policies. Administers cooperative collection sharing programs. Participates in ongoing Library management and serves as Library's management representative in Union negotiation. Assists with annual materials budget preparation and monitoring. Coordinates staff development. Functional direction is exercised over permanent and temporary staff assigned to work in Collection Services. Serves as head cataloger. Works on Information Desk. Serves on other Library committees and task groups as assigned.

Minimum Qualifications:

Master's degree in Library or Information Science from an ALA accredited institution and three years of related experience. Experience in a public library in collections. State of Iowa librarian certification upon hire. Must be 18 years of age. Must pass criminal background check.

Preferred Qualifications:

Master's degree in Library or Information Science from an ALA accredited institution and four years of related experience. Experience with statistical reporting, planning and budgeting, and supervisory experience. Experience in collection development and cataloging in a public library setting.

The City of Iowa City is an eligible employer under Public Service Loan Forgiveness Program. Please visit the PSLF website for more information: [*****studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-repayment-plans](https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-repayment-plans)

It is the policy of the City of Iowa City to afford equal employment opportunities for all employees and potential City employees.

Date posted: September 19, 2025

