



City of Ankeny Iowa Part-Time Library Associate

SALARY	\$23.37 Hourly	LOCATION	1250 SW District Drive, Ankeny
JOB TYPE	Part-time hours	JOB NUMBER	00660
DEPARTMENT	Library	OPENING DATE	10/08/2025
CLOSING DATE	11/2/2025 9:00 PM Central		

Function

The Ankeny Kirkendall Public Library is accepting applications for a part-time Library Associate position.

Under general supervision, provide library assistance to patrons and perform other duties as required in circulation, children's, reference, and/or technical services area(s).

Starting pay: \$23.37 per hour

Work Schedule listed below. *Ability to fill in for other shifts strongly encouraged.*

Mondays: 4:30 PM - 8:15 PM
 Tuesdays: 12:30 PM - 8:15 PM
 Wednesdays: 4:30 PM - 8:15 PM
 Thursdays: 8:30 AM - 12:30 PM
 3rd Saturdays of the month: 8:30 AM - 1:00 PM
 4th Saturdays of the month: 8:30 AM - 5:15 PM
 3rd & 4th Sundays of the month: 12:30 PM - 5:15 PM

Deadline to apply is Sunday, November 2, 2025 by 9:00 PM. Interested candidates must complete the online application, answer the supplemental questions, and attached a current resume and cover letter at www.AnkenyIowa.gov/jobs. *Pre-employment drug screen and background check required.*

Principal Duties and Responsibilities

- Works closely with the public and provides exemplary customer service.
- Provides general information about library services and facilities; uses library management system to create and update patron accounts, processes materials and payments; assists with room rentals and reservations.
- Helps in maintaining the library's physical collections, such as managing the automatic material handler (AMH), shelving, shelf-reading, and completing inventory.
- With direction from department librarian(s), contributes to library programming for all ages. These programs may be held in the library, off-site, or online, and may include, but are not limited to: story times, book discussions, library tours, outreach, and craft or technology programs.
- Assists patrons with the basic use of library computers, including internet usage, job applications, email, printing, photocopying, using the library's catalog, as well as assisting patrons with personal devices, including laptops,

tablets, mobile phones, e-readers, etc. May also help with the makerspace equipment.

- Offers suggestions and advice to patrons regarding individual reading, watching, and listening preferences; creates a variety of displays and bookmarks using digital and physical resources.
- With direction from the Collection Development Librarian, assists with shifting and relocating materials, processing library materials, and cataloging as needed.
- Performs all duties as assigned in an accurate, professional manner in alignment with library policies and procedures.

Entry Requirements and Skills

- High School diploma or equivalent.
- Applicants must have a willingness to learn, ability to work independently and as part of a team, and work well with the public.
- Knowledge of standard office procedures and equipment; effective knowledge of computer applications; basic internet research skills.
- Ability to understand and carry out oral and written instructions.

PREFERRED SKILLS:

- Associate degree or higher.
- Previous work in a public library.
- Two (2) or more years of customer service.

WORK ENVIRONMENT:

- Works in office environment.
- Must be able to work a flexible schedule that includes evenings and weekends.

PHYSICAL REQUIREMENTS:

- Talking: Expressing or exchanging ideas by means of the spoken word, both on the telephone and in person.
- Hearing: Receiving detailed information through oral communication, both on the telephone and in person.
- Standing: With some freedom to alternate between standing and sitting posture, as needed.
- Walking: Not for long distances or with greater than low average to average speed, except in emergencies.
- Sitting: With some freedom to alternate between sitting and standing.
- Reaching: Extending hands and arms in any direction.
- Grasping: Applying pressure to an object with fingers and palm.
- Lifting: Raising objects from a lower to higher position or moving objects horizontally from position to position.

Employer

City of Ankeny Iowa

Address

410 West 1st St

Ankeny, Iowa, 50023-1557

Phone

515-965-6400

Website

<http://www.ankenyiowa.gov>

Part-Time Library Associate Supplemental Questionnaire

*QUESTION 1

Do you possess an associate degree or higher?

☐ Yes

☐ No

***QUESTION 2**

Do you have experience working in a public library?

☐ < 1 year of library experience

☐ 2 years of library experience

☐ 3+ years of library experience

☐ None

***QUESTION 3**

Please describe your experience with customer service?

***QUESTION 4**

After reviewing the work schedule, do you have any conflicts or concerns?

☐ Yes

☐ No

***QUESTION 5**

Are you willing to pick-up additional shifts to cover a colleague's shift?

☐ Yes

☐ No

***QUESTION 6**

Do you consider yourself a team player? Please explain and provide an example.

***QUESTION 7**

Why do you want to work for the Ankeny Kirkendall Public Library?

***QUESTION 8**

At times the library can be a lively and boisterous environment. Describe your experience working in a fast paced and at times, noisy environment. How did you stay focused?

***QUESTION 9**

The Ankeny Kirkendall Public Library strives to create a welcoming environment. Describe how you have applied being welcoming in your past positions?

*** Required Question**