



## City of Ames Library Aide

<b>SALARY</b>	\$12.00 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Less than 20 hours/week	<b>JOB NUMBER</b>	25-LACAS-01
<b>DEPARTMENT</b>	Library	<b>OPENING DATE</b>	01/02/2026
<b>CLOSING DATE</b>	1/12/2026 12:00 PM Central	<b>FLSA</b>	Non-Exempt
<b>BARGAINING UNIT/MERIT</b>		<b>RESIDENCY REQUIREMENT?</b>	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames, Ames Public Library has an exciting opportunity for Library Aide positions!

Under direction of the Operations Coordinator, prepare, inspect and re-shelve library materials; inventory materials, assist with acceptance of donated materials, empty drop box returns, and pick up materials around the library; assist library volunteers, customers, and library staff; other duties as assigned.

This is a part-time position and requires working at least one evening shift a week and a rotating weekend shift. This position requires Library Aides to be scheduled to work at least 8 hours a week and less than 20 hours a week on average, the preference is for Library Aides to work approximately 12 - 15 hours per week.

*In order to be considered for these positions, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient. Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to one year.*

This position is an ongoing, part-time, less than 20 hours per week position that is not benefit or paid leave eligible.

Career Resources can be found at the library's [online resources page](https://tinyurl.com/4t95uxn9). (<https://tinyurl.com/4t95uxn9>)

## Examples of Essential Job Functions

Prepare materials to return to shelves; Inspect materials for completeness or damage; Document information about library materials; Perform inventory and shelf reading; Locate materials based on a list of criteria; Re-shelving materials; Assisting with acceptance of donated materials; Assisting assigned volunteers; Directing customers to library materials and resources; Emptying drop box returns; Picking up materials around the library; Answering customer questions related to policies and procedures; Assisting customers in the use of library services, facilities and equipment; Participating in special projects; Perform other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## Qualifications

Education and Experience:

Required:

- Must be at least 16 years of age at time of hire.

Preferred:

- Library experience.

- Customer service experience.

Knowledge, Abilities, and Skills:

Knowledge of alphabetical and numerical order; Basic knowledge of technology such as computers and cell phones.

Skill in organization and attention to detail; excellent customer service skills.

Ability to adapt to change; ability to work independently and as part of a team; ability to work at a brisk pace; ability to commit to innovation and continuous improvement; ability to address customer questions and complaints in a friendly and professional manner; ability to navigate Dewey Decimal system; ability to navigate web-based applications; ability to share knowledge with new team members.

## Supplemental Information

**Physical and Environmental Characteristics:**

Equipment: Equipment Used to Perform Essential Functions: Computer hardware, peripherals, and software appropriate for library work, general office equipment such as a paper cutter; communications equipment including cell or wireless

phones; library specific equipment such as carts, sticker gun, self checks and automated materials handling system.

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion.

Physical Characteristics of Work: The work involves sitting 5 percent of the time; sitting and using arm/leg controls 5 percent of the time; standing (but not walking) 40 percent of the time; standing and walking (including climbing stairs), 55 percent of the time; routinely lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds, occasionally lifting objects from 25 to 50 pounds; infrequently lifting objects over 50 pounds, frequently pushing and pulling of carts from 25 to 50 pounds; occasionally carrying a box of books a few feet.

Vision Requirements: Minimum standards for use with those whose work deals largely with preparing and analyzing data, extensive reading, and the use of computer controls.

Environmental Conditions: The employee ordinarily works in an office environment. The employee may be infrequently exposed to weather conditions of snow or ice or to household chemicals. The employee works with the public and is expected to attend to hygiene and health emergencies.

#### **Selection Process:**

The selection process consists of an evaluation of education, experience, and supplemental questions, a phone interview (depending on the number of candidates), a book shelving test, a panel interview and the successful completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to one year.

Depending on the number of qualified candidates, the City may fore-go phone interviews.

#### **E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Employer**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Library Aide Supplemental Questionnaire

**\*QUESTION 1**

Will you be 16 years of age or older by hire date?

- ☐ Yes
- ☐ No

**\*QUESTION 2**

This job requires candidates to work one (or more) weekday evening shift. Are you available to work weekday evenings?

- ☐ Yes
- ☐ No

**\*QUESTION 3**

This is a part-time position and requires working at least one evening shift a week and a rotating weekend shift. This position requires Library Aides to be scheduled to work at least 8 hours a week and less than 20 hours a week on average, the preference is for Library Aides to work approximately 12 - 15 hours per week.

The rate of pay is \$12.00 per hour.

Is this acceptable to you?

- ☐ Yes
- ☐ No

**\*QUESTION 4**

This job requires regular part time hours year round. Are you available to work year round?

- ☐ Yes
- ☐ No

**\*QUESTION 5**

Please describe any Library experience you have.

**\*QUESTION 6**

Which days of the week are you available to work? (select all that apply)

- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday
- ☐ Friday
- ☐ Saturday
- ☐ Sunday

**\*QUESTION 7**

What times are you available to work each day selected above?

**\*QUESTION 8**

Please tell us about your experience providing customer service including an example of a time you provided exceptional customer service. What are the most important attributes you bring that help you provide exceptional service? (100-200 words)

**\*QUESTION 9**

Please briefly tell us why you are interested in this position of Library Aide with Ames Public Library and how your education and/or experience relate to this position. (100-200 words)

**\* Required Question**