



Accepting applications for:

Librarian 1 / Librarian 2
Children's Services

Application deadline: Tuesday, September 1, 2026

Visit www.icgov.org/jobs to apply online

One permanent full-time position available (40 hours per week)

Salary range: \$31.76 to \$41.80

Schedule: Shifts during the hours of 8:00 AM to 5:00 PM Monday – Friday.

Works in the evening, weekend, and holiday rotations.

Job summary:

Performs professional work in planning and implementing library services. Develops, maintains and promotes library collection in assigned area. Plans and conducts programs and instruction for children. Develops, leads, and provides library outreach services, programs and collections for children and their caregiver(s). Works on the Children's Desk.

Minimum qualifications:

Master's degree in Library or Information Science from an ALA accredited institution for a Librarian I; and one year of related experience for a Librarian II. Coursework in children's literature or experience working with children. State of Iowa librarian certification upon hire. Valid State of Iowa driver's license with satisfactory driving record. Must be 18 years of age. Must pass criminal background check.

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](http://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. Disability-related accommodations can be requested at 319-356-5020 or jobs@iowa-city.org.

Date posted: August 18, 2026



CITY OF IOWA CITY – JOB DESCRIPTION

Position Title:	Librarian I/Librarian II
Job Title:	Children's Services Librarian
Department:	Iowa City Public Library
Division:	Children's Services
Supervisor:	Children's Services Coordinator
FLSA:	Exempt
Pay Grade:	12/13
Job Number:	1302

Job Summary

Performs professional work in planning and implementing library services. Develops, maintains and promotes library collection in assigned area. Plans and conducts programs and instruction for children. Develops, leads, and provides library outreach services, programs and collections for children and their caregiver(s). Works on the Children's Desk.

Essential Job Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers information questions about children's materials, library services, collections and programs in person, on the telephone and by email.
- Develops and maintains library collection in assigned subject area; evaluates and selects materials for purchase or withdrawal based on quality, collection coverage, and relevancy to the collection plan and to collection standards. Serves on Selection Workgroup and sets goals for development in assigned area.
- Develops and provides outreach services, collections and programs for children. Schedules, plans, and conducts story times and special programs, both inside and outside the library. Presents and conducts talks and tours for schools and community groups. Communicates with outreach service sites and agencies.
- Plans and manages Children's outreach locations for programs, deposit locations, and BookWalks.
- Administers selection budget and prepares annual report on expenditure, trends and future needs in assigned area. Recommends budget modifications and funding for special projects.
- Promotes use of the collection; writes articles for newspapers, newsletters and publications, posts blog or social media reviews or news; creates bibliographies and displays, participates in TV, video, or radio presentations and plans and presents programs.
- Reads widely in local and professional literature to assure awareness in contemporary trends in community, subject area, and librarianship. Maintains certification and skills by participating in continuing education opportunities.

- Assists patrons in the use of the online catalog, public use computers and audiovisual equipment; provides guidance to patrons in identification and use of materials for children, parents and teachers in a variety of formats.
- Participates in library planning and implementation of goals and objectives.
- Serves in Children's Desk evening, weekend, and holiday rotations, performs opening and closing duties.
- Supervises public use of children's services department.
- Consistently presents the Iowa City Public Library and its collections, programs, and services in a positive manner and adheres to customer services procedures and guidelines as established by the Library.
- Answers questions about library services, policies, procedures, and collections. Implements adopted policies and procedures.
- Conducts self in a professional manner which demonstrates courtesy and respect for all community members and coworkers.
- Performs other duties as assigned.

Minimum Education, Experience, Certification/Licensure, Other

- Master's degree in Library or Information Science from an ALA accredited institution for a Librarian I; and one year of related experience for a Librarian II. Coursework in children's literature or experience working with children.
- State of Iowa librarian certification upon hire. Valid State of Iowa driver's license with satisfactory driving record. Must be 18 years of age. Must pass criminal background check.

Preferred Education, Experience, Certification/Licensure, Other

- Master's degree in Library or Information Science from an ALA accredited institution and one year of related experience for a Librarian I; and two years of related experience for a Librarian II. Librarian I coursework in children's literature or experience working with children.

Knowledge, Skills, and Abilities

- Ability to calculate figures and amounts such as discounts, proportions, and percentages.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to engage and serve the public in a positive manner.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to plan and perform story time programs, book talks and other special events and programs for children and families.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out duties.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to understand, interpret and implement library policies, complex rules and procedures.
- Ability to work effectively with social service agencies and community groups targeted for children's outreach services.
- Ability to work effectively with the public, particularly with children and their caregiver(s).
- Ability to work in a team environment to deliver library services.
- Ability to work in an innovative and fast-paced public service environment.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge and skill in promotion of library collections and services, through public speaking, television, radio, Internet, social media, articles, print materials and displays.
- Knowledge of children's literature, authors and media.
- Knowledge of community needs and standards in area of collection development assignment.
- Knowledge of community resources and ability to establish and maintain contacts for development of library programs.
- Knowledge of materials selection resources, collection evaluation techniques and public library standards.
- Knowledge of standard children's reader's advisory methods, techniques and resources.
- Skill in using computers and applicable software applications (Microsoft Office – Word, Excel, Outlook), mobile devices, online catalog, information retrieval and electronic communication.
- Skill working with the public, including assisting with customer complaints, and general customer service issues.

Supervision

Involves leadership role such as regularly guiding, training, and providing direction to temporary/hourly, seasonal, or work-study staff in completing basic, entry-level daily tasks and assignments. Does not carry out disciplinary action, does not hire or fire, is not responsible for writing or delivering performance review.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time and the work may expose the employee to unpleasant social situations and significant work pace pressure.

Iowa City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description, and I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Director

Date
