



**CITY OF DUBUQUE**  
invites applications for the position of:

# Library Aide-Children's & Youth Services (part time)

An Equal Opportunity Employer

**SALARY:** \$23.14 - \$30.22 Hourly

**OPENING DATE:** 11/08/20

**CLOSING DATE:** 11/15/20 11:59 PM

**DESCRIPTION:**

DESCRIPTION OF WORK: Under the general supervision of the Youth Services Manager, provides public service to children and adults working with children; plans, markets and facilitates literature-based programs for children and families; schedules and conducts school tours and instructional visits; serves as a liaison to schools, child care centers, preschools, and other organizations serving children and families and through outreach programs; and performs other Library tasks as requested.

**EXAMPLES OF DUTIES:**

DUTIES, SKILLS AND RESPONSIBILITIES:

- Assists patrons with reference questions using print, online, and other resources;
- Plans, promotes, and performs programs including infant, toddler, and preschool storytimes, summer and winter reading programs, and special events;
- Creates bibliographies, displays, flyers, bulletin boards, and other sources to promote reading and library use;
- Instructs patrons to use computer applications including online catalog, internet search techniques, word processors, etc.;
- Interprets Library policies and communicates this information as necessary to patrons;
- Knowledge of basic principles and practices of public library services to children including children's literature, reference tools, and reader's advisory;
- Broad technology skills with the desire to continue to explore and increase the use of technology; outstanding public service skills;
- Good oral and written communication skills;
- Knowledge of child development; ability to understand the needs of children and to interact with them in an effective manner;
- Ability to work pleasantly and tactfully with the public and co-workers;
- Initiative and the ability to make effective decisions based on sound judgment and execute assignments without close supervision.

**TYPICAL QUALIFICATIONS:**

KNOWLEDGE, SKILLS, AND ABILITIES:

- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services which includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Reading Comprehension
- Oral Comprehension and Expression - Listening and understanding what people say. Communicating by speaking.

MINIMUM REQUIRED QUALIFICATIONS:

- Postsecondary certificate in a related field;
- OR equivalent related education or experience.

PREFERRED QUALIFICATIONS:

- At least 1 year of customer service experience
- Graduation from an accredited college or university with a Bachelor's degree in Education, History, Psychology, Social Sciences, or a related field.
- 2 years' experience working with youth or young adults

**SUPPLEMENTAL INFORMATION:**

ADDITIONAL REQUIREMENTS:

- Possession of, or ability to, obtain a valid driver's license or access to reliable transportation for school visits and work in the community. .

- Position requires working a variable schedule consisting of evenings, weekends, and some holidays.

**PHYSICAL CONDITIONS:**

Daily duties involve extensive sitting, keyboarding, standing, walking, crouching, squatting and climbing stairs; lifting boxes, equipment, materials and display items weighing up to 20 pounds; and pushing items weighing up to 50 pounds.

**FLSA (OVERTIME) STATUS:** Non-exempt

The City of Dubuque is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability or veteran status.

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityofdubuque.org/2087/Job-Opportunities>

Job #3260-pt-child-110620  
LIBRARY AIDE-CHILDREN'S & YOUTH SERVICES (PART  
TIME)  
TB

OUR OFFICE IS LOCATED AT:  
Human Resources Department  
50 W 13th Street  
Dubuque, IA 52001  
563-589-4125  
[humanresources@cityofdubuque.org](mailto:humanresources@cityofdubuque.org)

An Equal Opportunity Employer

---