



The Elkader Public Library is currently accepting applications for:

LIBRARY ASSISTANT

Application Deadline: Friday, November 13, 2026

To apply, email your completed application and cover letter to director@elkader.lib.ia.us
incomplete or applications received not via email will not be considered

JOB SUMMARY

1 part-time position working mornings (Mondays and Wednesdays), 7 to 10 hours a week, including some weekend hours (Saturdays).

QUALIFICATIONS

At time of hire, applicant must have their high school diploma or equivalent. This position requires a pre-employment physical scheduled by the City of Elkader, including a background check and drug test. Failure to do so will result in forfeiture of the position.

WORK ENVIROMENT

Applicant must be comfortable standing or sitting for prolonged periods of time. Applicant must be comfortable walking, bending, and reaching. This position involves medium level work, occasionally requiring pushing up to 40 pounds on a cart and more frequently pushing and/or lifting 20 pounds.

JOB DUTIES

- Ability to sort and alphabetize materials.
- Assist patrons with locating materials, using the public computers, and by answering reference questions.
- Check circulating materials in and out using the integrated library system (ILS); shelf same materials.
- Process interlibrary loan requests.
- Maintain confidentiality of patron information and library records.
- Assist with library programming.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- Comfortable with and have a basic knowledge of using computers with Microsoft Office software.
- Able to follow written and oral instructions accurately.
- Able to work both independently and as part of a team.
- Able to perform basic computer troubleshooting
- Demonstrate effective public service skills and work well with people of all ages.