

LIBRARIAN | Job Description

Title: Librarian

Job Type: Part-Time (hours TBD), non-exempt, and is eligible for prorated PTO and IPERS.

Salary Range: \$15.00 - \$20.00 based on experience

Reports to: Mechanicsville Public Library Director

Supervisory Responsibilities: Volunteers

Probationary Period: 90 days and 180 days evaluation

Overview

The person holding this position participates in all library operations necessary to ensure high levels of service to the community and has responsibility for other duties as assigned by the director. This position reports to the library director.

Primary 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.

- Works at the circulation desk.
- Processes library materials as necessary: check-in, check-out, shelving.
- Maintains and shelves newspaper and magazine collection.
- Answers the telephone, directs calls, and responds to inquiries when necessary.
- Assists with requesting and sending inter-library loan requests.
- Assists patrons as required with book requests, reference requests, copies, faxes, scanning, laminating, computer usage, and other needs that fall within the category of library services.
- Cleans, checks and empties book return.
- Maintains familiarity with and follows policies and procedures.
- Communicates policies and procedures to patrons as needed.
- Works closely with the director
- Maintains familiarity with books, authors, publishers, and other library materials.
- Serves as resource person for reference. Understands and uses standard library reference tools, including on-line catalog and electronic resources.
- Recommends improvements in policies, procedures, services, etc. to the director and communicates concerns.
- Attends online, local, state and national library meetings as requested.
- Assists with cataloging and management of library databases.
- Helps maintain the on-going book sale cart.
- Assists the director with programming and public relations.
- Supervises volunteers when needed.
- Represents the library in the community and elsewhere, while promoting library services when appropriate.
- Assists in keeping accurate records for: door counts, reference questions, passive program users, and overdue and unreturned items.
- Sends overdue notices via the automated library system and physical paperwork as needed.
- Maintains accurate cash handling when collecting for printing and faxing services and assessing fees for lost or damaged materials.
- Processes new library accounts and continues to ensure accounts are up to date.
- Helps to maintain the library with light housekeeping as needed.
- Helps maintain the library exterior with light outdoor work (salting, light shoveling, some gardening) as needed.
- Performs other duties as assigned by the director.

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Tools and Equipment Used

Library computer system, personal computer, including internet search engines and the library's website, word processing, spreadsheets, other common office software/online services, graphic design software, social media, copy/fax/scan machine, email, telephone, and voicemail.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb, or balance and stoop, kneel, crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

The noise level in the work environment is usually moderate. Must be able to pay close attention to details and concentrate on work with frequent interruptions. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressures. The job requires the ability to assist with daily cleaning of the library; assist with vacuuming, dusting, glass & surface cleaning, mopping, cleaning of bathrooms, and collecting/disposing of trash and recycling.

The employee will be required to operate typical business office equipment, including computer hardware.

While performing the duties of this job, the employee may occasionally be exposed to outside weather conditions; programming, and light ground maintenance as needed; including salting walking paths in colder seasons.

Driving may be required to assigned work sites and meetings. The employee must possess a valid Iowa driver's license, can drive independently, and/or provide their own transportation.

Position may involve evening and weekend hours.

Accommodations

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Minimum Education, Experience, and Training

- High school diploma/General Educational Development (GED) required.
- Knowledge of basic library services is required.
- Knowledge of common Microsoft and Google applications are required.
- The ability to interact effectively, courteously and impartially with diverse populations is required.
- Customer focus paired with attention to details and accuracy is required.
- State Library sponsored continuing education in library services may be required in this position.

Preferred Education, Experience, and Training

- Some college training is desired.
- Recent experience with an automated library system is desired.
- Some retail or general office experience is desired.
- Experience working with children is desired.
- Knowledge of basic graphic design software is desired.

Revised & Reviewed: 5/8/2026