

Job Title:	Library Clerk	Position Type:	Part-Time
Location:	Mt. Pleasant, IA	Date Posted:	March 27, 2026
Level/Salary Range:	\$9.00/hr with potential increases		
Direct Supervisor	Library Director		
Will Train Applicant(s)	Yes		
Applications Accepted By:	Until Filled		

EMAIL:
mtpleasant.director@gmail.com

IN PERSON:
 Mount Pleasant Public Library
 307 E. Monroe St.
 Mount Pleasant, IA 52641

Job Description

NATURE OF WORK

The Library Clerk performs paraprofessional and patron service work to include assisting patrons in using the library and its resources and helping the professional staff maintain the library's resources and services.

HOURS

Monday: 2:30pm - 7:00pm
 Tuesday: 2:30pm - 7:00pm
 Wednesday: 2:30pm - 7:00pm
 Thursday: 2:30pm - 7:00pm
 Friday: 11:00am - 5:00pm
 Every other Saturday: 8:30am - 2:00pm

QUALIFICATIONS & EDUCATION REQUIREMENTS

- High school diploma or GED
- Previous library experience and work experience preferred
- Familiarity with Spanish helpful

DUTIES & RESPONSIBILITIES

1. Performs circulation desk duties, including greeting patrons, checking in and out library materials, registering new patrons, collecting fees, and shelving books
2. Serves as initial contact person, provides general library information and directions, answers and directs incoming telephone calls
3. Inspects returned books, materials, and equipment for damage
4. Provides reader's advisory, and other patron assistance service
5. Works proficiently with basic computer software, the library's automated library system (Apollo), and the library's computer time management program (CASSIE)
6. Maintains up-to-date knowledge of library apps and issues surrounding the use of e-materials
7. Processes library materials for inclusion in the library's collection
8. Notifies patrons about reserved materials
9. Provides the services of making copies, scanning, faxing, and laminating for patrons
10. Assists with opening and closing duties
11. Other duties as assigned by Library Director

PREFERRED SKILLS & ABILITIES

Must be able to alphabetize, have basic math abilities and have effective oral and written communication skills. Must have the ability to perform basic clerical work that would require preparing, organizing, and maintaining records, reports, and library patron records. Must be able to operate a computer and other technology necessary to assist patrons and other staff members. Must be able to carry and shelve books. Must be outgoing and willing to provide excellent customer service.

PHYSICAL DEMANDS

- Frequently required to walk, sit, talk, and hear.
- Frequently required to use hands to handle, feel or operate objects, tools, or controls, and to reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various office equipment.
- Occasionally required to climb a step stool or ladder; occasionally required to balance, stoop, kneel, or crawl.
- Occasionally lift and/or move objects of 40 pounds or more.

ADDITIONAL NOTES

Afternoon/evening position. Two Saturdays a month. IPERS/Vacation/Sick/Holiday pay included. City of Mt. Pleasant is an EOE.