

NOW HIRING PART-TIME LIBRARY ASSISTANT (CIRCULATION DEPT.)



The Cedar Falls Public Library is seeking a part-time **Library Assistant** in its circulation department. The position will be 29 hrs./wk. with evening and weekend hours required. The hourly pay rate will be \$19.808, and the position is eligible for annual merit-based performance increases. The position is also eligible for PT benefits including pro-rated holidays, vacation, and sick leave; voluntary insurance benefits; tuition reimbursement; bereavement leave; wellness; and retirement plans.

Duties will include assisting library patrons with programs and services by performing services at the service desk; providing clerical and technical assistance to professional library staff; and performing other tasks as assigned.

High school diploma, or equivalent, and at least two years of customer service or administrative experience required, preferably in a library setting. Strong customer service, clerical, organizational skills, and detail orientation are also required. Post-offer, pre-employment background, physical, and drug screen will be required for the selected individual.

For consideration, apply online at <https://www.cedarfalls.com/jobs> (preferred) or print and complete an application from the above link and email to Jobs@cedarfalls.com OR mail or deliver to City of Cedar Falls, Finance & Business Operations Dept., Attn: Library Assistant-Circulation, 220 Clay Street, Cedar Falls, IA 50613. A cover letter and resume are also required, and the deadline for materials is Friday, July 24, 2026, at 4:30 p.m.

EQUAL OPPORTUNITY EMPLOYER

