

JOB ANNOUNCEMENT

CITY OF CARROLL: CARROLL PUBLIC LIBRARY

PART-TIME LIBRARY PAGE

Position Type: Part-time (approximately 6-12 hours per week) with regular evening and weekend hours.

Hourly Wage: \$13.25 per hour

Job Summary: The primary responsibilities of the Library Page position include working independently to shelve and organize library collection materials.

Essential Job Functions:

- Shelve books, magazines, and other materials in accordance with the Dewey Decimal system and other library filing systems.
- Shelf reading to ensure materials are in proper order.
- Answer directional questions and help patrons locate requested items.
- Empty the interior and exterior book return and check in returned library materials.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Physical Demands:

- While performing the duties of this job, the employee is frequently required to reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls to talk or hear.
- The employee is occasionally required to climb, balance, stoop and crouch.
- Hand-eye coordination necessary to operate computers and various office equipment.
- The employee must occasionally lift and/or move up to 40 pounds. Chairs and tables will need to be moved for various activities.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Occasionally exposed to outdoor weather activities.

Knowledge, Skill and Ability:

- Ability to adhere to library policies and procedures.
- Ability to work in a team environment.
- Ability to serve the public in a positive manner.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide outstanding internal and external customer service using excellent oral and written communication.

Experience and Training:

1. High School Diploma or equivalent completed or in progress.
2. Excellent customer service skills with all ages is required.

Application Information

Applications are available online at www.cityofcarroll.com/carroll-library or at the Carroll Public Library circulation desk. Please submit applications in person, email to info@carroll-library.org or send by mail to 118 E. 5th St, Carroll, IA 51401.

Applications must be received by 5:00 p.m. Monday, February 6, 2026.

Position is open until filled. EEO/AA employer