

Technical Services Assistant

About the Library

The Mount Pleasant Public Library is located in Henry County in southeast Iowa. The town and immediate area is home to approximately 10,000 residents. The Mount Pleasant Public Library is a City Department, and the library plays an active role in community literacy, educational assistance, adult computer help, continuing education, community outreach, and other activities.

Responsibilities

The Technical Services Assistant handles many of the "behind the scenes" activities at the library, including cataloging, interlibrary loans (ILL), petty cash, and assists with front desk coverage.

Cataloging includes data entry in the Apollo Biblionix software.

ILL management includes preparing materials for mail delivery and using the State Library of Iowa's interlibrary loan software.

Petty cash, including fees from printing, copying, and fines, is tabulated and recorded.

This position collaborates with the City Clerk.

Reports to the Reference Librarian and the Director.

Requirements

2 years of previous library experience

Cataloging experience preferred

Experience with interlibrary loan

Experience with handling money

Friendly demeanor

Education requirement: MLS or Bachelor's degree preferred ; associate's degree required

Compensation

This is a full-time, public employee position with IPERS and health insurance

\$14.56/hour with the potential for annual increases

Interested persons can email a resume with three references to Jeff Meyer at mtpleasant.director@gmail.com or mail resume to Mount Pleasant Public Library, 307 E. Monroe, Mount Pleasant, Iowa 52641.