

PERSONNEL JOB DESCRIPTIONS

Full Time Positions:

- Library Director (Professional / Administrative - Salaried) – Shirley Vonderhaar (hired September 1987)
- Assistant Library Director (Professional / Administrative – Salaried) – Dawn Schrandt (hired August 2011)
- Young and Emerging Adult Services Librarian – (Professional – regular hourly full-time position) - Paul Zurawski (hired as Clerk in June 2012; promoted to FT Librarian June 2015)

Part Time Positions:

- Children’s Librarian (Professional– regular part-time) – Christa Palm (hired August 2023)
- Senior Services Programmer (Paraprofessional – part-time) – Ann Boeckenstedt (hired May 2018, position modified May 2022)
- Children’s Services Programmer (Paraprofessional – part-time) – Andrea Lepley (hired September 2025)
- Adult Services Programmer (Paraprofessional – part-time) – Audrey Maiers (added duties January 2026 – blended position)
- Specialized Programmer (Support – part-time/temporary/seasonal) – Kimshiro Hermesen: Kids Can Cook
- Technical Services Clerk (Paraprofessional / clerical – regular part-time) – Brian Alm (Hired as Clerk July 2015, hired into this position July 2022 - blended position)
- Circulation, Shelving, and Processing Clerks (Clerical / support – regular part-time (20+ hours) or part-time (less than 20 hours) - Jo Amunson (hired January 2008), Sarah Keffeler-Gibson (hired November 2012), Debbie Gudenkauf (hired May 2015), Brian Alm (hired July 2015), Audrey Maiers (hired June 2023), and Luke Robbins (hired August 2025)
- Summer / Temporary Library Aide – currently unfilled

General Notes:

Some tasks will rotate depending on the time and responsibilities of various personnel. These tasks include but are not limited to:

- Processing materials
- Displays and exhibits
- Cleaning, dusting, etc.
- Shelving
- Shelf reading
- Other duties as assigned

All staff are expected to perform these “General Library Duties”.

1. Work circulation desk.
2. Answer telephone.
3. Answer reference and reader’s advisory questions.
4. Assist patrons in the use of the public access catalog.
5. Assist / instruct patrons in the use of the computers and / or Internet.
6. Handle fees.
7. Shelve materials.
8. Shelf read.
9. Assist patrons in use of the library and finding materials.
10. Assist / instruct patrons in the use of the library equipment (copier, reader printer, projection system)
11. Open and close library (librarians).
12. Give library tours.
13. Assist with programming.
14. Cooperate with staff and volunteers in performing tasks essential to the achievement of efficient library operation.
15. Assist in training and work with volunteers of all ages.
16. Maintain policies and procedures approved by the City Council and Library Board of Trustees.
17. Enter patron data into the computer system (if working circulation desk).
18. Perform minor repairs.
19. Process materials.
20. Light janitorial duties.
21. Perform any duties as assigned by library director.

Priority for all staff is customer service.

Helping the customer comes before ALL other duties.

LIBRARY DIRECTOR – Shirley Vonderhaar

1. Title: Library Director
2. Reports to: James Kennedy Public Library Board of Trustees
3. Purpose and scope of the job:
 - Administrative and professional work in directing all the personnel and activities of the James Kennedy Public Library.
 - Involves directing, planning, coordinating, and controlling all the activities and personnel of an active, medium-sized municipal public library.
 - Supervises a minimum of ten employees, both full and part-time, as well as a variety of volunteers.
 - Is a City of Dyersville employee.
 - Works with the library staff, library Board of Trustees, city government officials and staff, and State Library of Iowa to provide the best possible library service to residents of the City of Dyersville.
 - Work is carried out in accordance with policies established by the James Kennedy Public Library Board of Trustees
4. Specific duties:
 - Administration and management
 - Direct management and supervision of Assistant Director, Librarians and Programmers
 - Collection development and related programming in select areas – adult fiction, including all genres and electronic materials (eBooks, eAudio, streaming video, databases, etc.)
 - Program planning for general and adult audiences, in collaboration with other staff
 - Cataloging children's print fiction materials, young adult print fiction materials, and adult print fiction materials
 - Supervision of all collection development
 - Supervision and maintenance of collection (arrangement and weeding)
 - Supervision of cataloging and classification (including original cataloging)
 - Reference (assisting patrons in locating information)
 - Reader's advisory (advising patrons on choosing books and materials)
 - Management of automation and technology processes
 - Information literacy (teaching patrons how to use the library)
 - Grant writing
 - Supervision of all programming
 - Supervision of public relations activities
 - Supervision of maintenance and troubleshooting of public and staff computer workstations and other devices
 - Supervision of library website
 - Compilation of statistics and reports
 - Allocation of materials budget
 - Preparation of preliminary annual budget

- Administration of annual budget
- Recommendations of new policies; revisions of existing policies
- Authorized to sign contracts on behalf of the Board of Trustees
- Assists at circulation desk when needed
- Assist patrons with computers (word processing, web searching, etc.)
- Responsible for opening, closing, and weekend shifts as scheduled
- Continuing education
- Attendance at Board Meetings, Agency meetings, County Meetings, etc.
- Related work as required

5. Knowledge, abilities, and skills:

- Required:
- Knowledge of the mission, purpose and policies of the library
 - Knowledge of materials, authors, and publications in all formats
 - Knowledge of the principles and practices of librarianship
 - Knowledge of good customer service principles with an ability to work professionally with the public and library staff, as well as establish and maintain effective working relationships with employees and the general public.
 - Knowledge of computers, library technology, and automated systems
 - Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 - Ability to supervise employees and volunteers at all levels of expertise
 - Ability to communicate effectively, both orally and in writing
 - Ability to plan, organize, and carry out library activities
 - Ability to prepare and maintain work records
 - Ability to assist the public in difficult and general work situations
 - Ability to work with other city employees
 - Skill in the use and care of standard library and office equipment
- Preferred:
- Understanding of the unique needs of rural communities
 - Knowledge of grant writing procedures
 - Knowledge of public relations and publicity methods
 - Ability to prepare and defend budgets
 - Knowledge of programming techniques

6. Education and experience:

- Required:
- MLS or equivalent
- Preferred:
- Experience in professional public library service
 - Experience in administration and management
 - Experience in budgeting

7. Physical Requirements: The following are required with or without reasonable accommodation:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Sufficient vision, which permits the employee to prepare and read a variety of materials
- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
- Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.

8. Full-time salaried position

Adopted 8/1988; revised 11/92; 10/93; 5/96; revised 2/2002, 7/04, revised 6/07, reviewed 1/10, revised 5/11, 5/2014, reviewed 11/2015; updated by staff 3/2021 for City Compensation Study; revised 9/2021, revised 9/2026

ASSISTANT DIRECTOR – Dawn Schrandt

1. Title: Assistant Director
2. Reports to: Library Director
3. Purpose and scope of the job:
 - Administrative and professional work of assisting the director in managing the day-to-day operations of the James Kennedy Public Library
 - Involves directing, planning, and coordinating all the activities of the Circulation and Technical Services departments in an active, medium-sized municipal public library
 - Responsible for Marketing and Public Relations duties including but not limited to:
 - Assignment and / or preparation of public relations materials (newspaper columns, fliers, calendar of events, displays, newsletters, etc.)
 - Maintenance of website
 - Collection development and related programming in select areas – media (audio, visual materials), adult non-fiction print collection, inspirational fiction print collection, large print collection
 - Supply management
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the residents of the City of Dyersville
 - Is person in charge of the library when the library director is unavailable
4. Specific Duties:
 - Management of Circulation Department
 - Management of Technical Services Department
 - Management of Information Technology
 - Coordinates the volunteer program, including management and supervision of all volunteers and community service persons
 - Marketing and public relations, including but not limited to preparation of fliers, monthly calendar of events, weekly email newsletter, press releases, PSAs, weekly newspaper columns, and supervision of display space (in collaboration with other staff)
 - Maintenance of library website
 - Inspirational Fiction collection development and programming
 - Adult nonfiction collection development and programming
 - Large print collection development and programming
 - Media collection development and programming (in collaboration with other staff)
 - Reference
 - Reader's advisory
 - Supervision of overdue materials procedures

- Assist with cataloging and classification
- Assist with grant writing, research, and review
- Supervision of Interlibrary Loan / Tech Services
- Supervision of mending and repairing of materials in all formats
- Information literacy
- Assists at circulation desk when needed
- Assist patrons with computers (word processing, web searching, etc.)
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift.
- Represents the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Responsible for managing the library when the Director is unavailable
- Continuing education
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of materials, authors and publications in one or more program area
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to work professionally with the public and library staff, as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers, library technology, and automated systems
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to supervise employees and volunteers at all levels of expertise
 Ability to communicate effectively, both orally and in writing
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records
 Ability to assist the public in difficult and general work situations
 Ability to work with other city employees
 Skill in the use and care of standard library and office equipment

Preferred: Knowledge of cataloging and classification
 Knowledge of interlibrary loan
 Knowledge of grant writing procedures
 Knowledge of marketing and public relations
 Knowledge of social networking, including websites, blogs, Facebook, Twitter, etc.
 Knowledge of program planning and facilitation techniques

6. Education and Experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
Experience in administration and management

7. Physical Requirements: The following are required with or without reasonable accommodation:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Sufficient vision, which permits the employee to prepare and read a variety of materials
- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
- Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.

8. Full-time salaried position

Approved 8/2011, revised 5/2014, 11/2015
updated by staff 3/2021 for City Compensation Study; revised 9/2021, revised 9/2026

YOUNG AND EMERGING ADULT SERVICES LIBRARIAN - Paul Zurawski

1. Title: Young and Emerging Adult Services Librarian
2. Reports to: Library Director
3. Purpose and scope of the job:
 - Professional work in the following areas:
 - Young Adult Services – ages 12-17; includes:
 - Collection development for youth 6th -12th grade
 - Programming, including outreach programs for youth 6th -12th grade
 - Coordinator of TACKL (Teen Advisory Council for the Kennedy Library)
 - Emerging Adult Services – ages 18 – 25; includes:
 - Programming, including outreach programs for adults 18 – 25
 - Information Technology and Gaming Services – includes:
 - Management of the library's social networking presence, including but not limited to Facebook, X, YouTube, and Instagram
 - Gaming collection development and programming
 - Routine maintenance and troubleshooting of staff and public computers, including towers, laptops, tablets, eReaders, and other mobile devices
 - Programming and classes, including development of instruction sheets on using towers, laptops, tablets, eReaders, and other mobile devices
 - Collection development of periodicals, magazines and newspapers
 - Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
 - Includes but is not limited to programs within the library and at outreach centers (i.e. schools, public events, etc.)
 - Utilizes books, stories, and other library resources
 - Programming may include presenting and facilitating events, teaching classes, etc.
 - Includes responsibility for displays and exhibits in department or program area
 - Supervises clerks and volunteers when necessary
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the residents of the City of Dyersville
 - When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable
4. Specific Duties:
 - Assist patrons with computers (word processing, web searching, etc.)
 - Public relations activities in collaboration with Assistant Director (for assigned program areas)
 - Young adult fiction and nonfiction collection development and related programming

- Graphic novels (for adults and young adults) collection development and related programming
- Library of Things and Creation Station collection development and related programming
- Periodicals (magazines and newspapers) collection development and related programming
- Assists at circulation desk when needed
- Reference
- Reader's advisory
- Information literacy
- Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift.
- Works a minimum of 10 hours per week as “Librarian in Charge”
- Supervision of clerks, volunteers, etc. when “Librarian in Charge”
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education as recommended or approved by the Library Director
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of materials, authors and publications in one or more program area
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers and technology
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to supervise employees and volunteers at all levels of expertise
 Ability to communicate effectively, both orally and in writing
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records
 Ability to execute assignments without close supervision
 Knowledge of social networking, including websites, blogs, Facebook, Twitter, YouTube, Instagram, etc.

Preferred: Knowledge of program planning and facilitation techniques

6. Education and Experience:

Required: B.A. or equivalent combination of education and experience

Certification at any level by the State Library of Iowa within 2 years of start date

Preferred: MLIS

Experience in library services and tasks

7. Physical Requirements: The following are required with or without reasonable accommodation:
 - Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
 - Sufficient vision, which permits the employee to prepare and read a variety of materials
 - Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
 - Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.
8. Regular full-time hourly position.

Revised 5/2011, 5/2012, 12/12, 5/2014, 11/2015;
updated by staff 3/2021 for City Compensation Study; revised 9/2021, revised 9/2026

LIBRARIAN (Part-time) : Christa Palm

1. Title: Children's Services Librarian
2. Reports to: Library Director
3. Purpose and scope of the job: Under the supervision of the Library Director, directs, plans, coordinates, and controls all the activities of the children's services department in an active medium sized municipal public library
 - Provides library services to children up to age 12 and adults working with children
 - Plans, markets, facilitates and / or presents programs for children 0 to 5th grade, inclusive and families
 - Programming may include presenting to groups of various sizes, including large groups
 - Includes, but is not limited to, programs within the library and at outreach centers (daycares, schools, etc.)
 - Schedules and conducts school tours and instructional visits
 - Serves as a liaison to schools, child care centers, preschools, and other organizations serving children and families and through outreach programs;
 - Responsible for collection development for infants – 5th grade, inclusive
 - Responsible for displays and exhibits in children's area as well as assisting the Assistant Library Director with relevant displays and exhibits elsewhere
 - Supervises aides and volunteers when necessary
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the residents of the City of Dyersville
 - Performs other Library tasks as requested
 - When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable
4. Specific Duties:
 - Assists at the circulation desk when needed
 - Reference
 - Reader's advisory
 - Assists patrons with computers (word processing, web searching, etc.)
 - Responsible for public relations activities for children's services, in collaboration with Assistant Director
 - Responsible for children's collection development, including books, periodicals, and non-print materials
 - Plans, promotes and performs programs, including but not limited to, infant, toddler, and preschool storytimes, summer and winter reading programs, and special events
 - Provides training, support, and guidance to Programmer – Children's Services
 - Creates and / or supervises bibliographies, fliers, bulletin boards, decorating, displays and exhibits in the children's area

- Interprets Library policies and procedures and communicates this information as necessary to patrons
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and working Sundays.
- Works a minimum of 10 hours per week as “Librarian in Charge”
- Supervises subordinate employees, volunteers, etc. when “Librarian in Charge”
- Represents the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manages the library when the Director and Assistant Director are unavailable
- Participates in Continuing Education as recommended or approved by the Library Director
- Related work as assigned

5. Knowledge, Abilities, and Skills:

- Required:
- Knowledge of the mission, purpose and policies of the library
 - Knowledge of basic principles and practices of public library services to children including children's literature, reference tools, and reader's advisory
 - Knowledge of child development; ability to understand the needs of children and to interact with them in an effective manner
 - Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 - Ability to utilize computers and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 - Ability to use standard office equipment such as copier, fax, phone system, etc.
 - Ability to communicate effectively, both orally and in writing
 - Ability to plan, organize, and carry out library activities
 - Ability to prepare and maintain work records
 - Initiative and the ability to make effective decisions based on library policies and sound judgment
 - Ability to execute assignments without close supervision
- Preferred:
- Knowledge of program planning and facilitation techniques
 - Ability to supervise employees and volunteers at all levels of expertise

6. Education and Experience:

- Required:
- Bachelor's Degree in elementary education, early childhood development, or related field; or equivalent combination of education and experience
 - Youth Services Endorsement by the State Library of Iowa within 2 years of start date

Preferred: Master's in Library / Information Science or equivalent advanced degree
Experience in library services and tasks

7. Physical Requirements: The following are required with or without reasonable accommodation:
- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
 - Sufficient vision, which permits the employee to prepare and read a variety of materials
 - Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
 - Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.
8. Regular part-time position, requiring some evenings, weekends, and flexibility to meet requirements of programming / average work week of 20-25 hours.

(Previous Youth Services, Senior Services and Adult Services Librarian job descriptions were merged into this one position in 2011)

Approved 5/2011, revised 5/2014, revised 11/2015, revised 9/2021, revised 5/2022
Part-time children's services librarian job description approved 5/2023, revised 3/2025, revised 9/2026

PROGRAMMER: Senior Services(Part-time) – Ann Boeckenstedt

1. Title: Senior Services Programmer

2. Reports to: Library Director

3. Purpose and Scope of the job:

- Plans, promotes, and implements library programs for specified target audience. Programs may be offered on site, off site, virtually and remotely.
 - Senior Services: programs for those aged 55 or older but may be of interest to all ages
 - Genealogy and Local History: programs featuring genealogy resources and / or local history
 - Includes working with community volunteers to plan and present programs
- Utilizes books and other library resources.
- Programming may include researching and presenting programs, facilitating events, teaching classes, etc.
- Is a City of Dyersville employee
- Works with the Library Director and other library staff to provide the best possible service to the residents of the City of Dyersville.

4. Specific duties:

- Plan and present programs for seniors at retirement and senior care locations as well as at the library (primary)
- Manages homebound delivery program
- Manage genealogy and local history requests, including planning, presenting, and facilitating programs
- Assist librarians with programs and related assignments as library needs and work schedule allow
- Routine library desk work as work schedule allows (Circulation, shelving, etc.)
- Continuing education as recommended by Library Director
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
 Ability to work with the public
 Ability to work with senior citizens and their families

Preferred: Knowledge of programing interests and programming skills for older adults
 Knowledge of genealogy research and resources
 Knowledge of local history and relevant resources
 Willingness to learn new skills

Knowledge of routine library procedures

6. Education and Experience:

Required: AA or equivalent combination of education and experience

Preferred: Experience in working with senior citizens and their families
Experience in routine library work

7. Physical Requirements: The following are required with or without reasonable accommodation:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Sufficient vision, which permits the employee to prepare and read a variety of materials
- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
- Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.

8. Part-time position / average work week of 9 to 12 hours. Schedule will include days, evenings and weekends and must be flexible to meet the demands of programs offered at varied times.

Adopted 5/00, revised 9/02; revised
5/2022, revised 9/2026

PROGRAMMER: Adult (Part-time) – Audrey Maiers

1. Title: Adult Programmer

2. Reports to: Library Director

3. Purpose and Scope of the job:

- Plans, promotes, and implements library programs for specified target audience. Programs may be offered on site, off site, virtually and remotely.
 - Adult Services: programs for those aged 18 to 55 but may be of interest to all ages
 - Includes working with other staff and / or other community volunteers to plan and present programs
- Utilizes books and other library resources.
- Programming may include researching and presenting programs, facilitating events, teaching classes, etc.
- Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
- Is a City of Dyersville employee
- Works with the Library Director and other library staff to provide the best possible service to the residents of the City of Dyersville.

4. Specific duties:

- Plan and present programs for adults of all ages and abilities (primary)
- Assist librarians with programs and related assignments as library needs and work schedule allow
- Routine library desk work as work schedule allows (Circulation, shelving, etc.)
- Continuing education as recommended by Library Director
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
 Ability to work with the public
 Ability to work with adults of all ages and abilities and their families

Preferred: Knowledge of programing interests and programming skills for adults
 Willingness to learn new skills

6. Education and Experience:

Required: AA or equivalent combination of education and experience

Preferred: Experience in working with adults of all ages and their families
 Experience in routine library work

7. Physical Requirements: The following are required with or without reasonable accommodation:
 - Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
 - Sufficient vision, which permits the employee to prepare and read a variety of materials
 - Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
 - Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.
8. Part-time position / average work week – scheduled as needed; estimated at 3 hours per week. Schedule will include days, evenings and weekends and must be flexible to meet the demands of programs offered at varied times.

NOTE: This position may be blended with a general clerk position.

Adopted 9/2026

PROGRAMMER: Specialist (Part-time / seasonal) – Kimshiro Hermesen

1. Title: Programmer

2. Reports to: Library Director

3. Purpose and Scope of the job:

- Plans, promotes, and implements specific library programs for specified target audience. Programs may be offered on site, off site, virtually and remotely.
 - Kids Can Cook – cooking classes for ages 10 to 12
 - Includes working with other staff and / or other community volunteers to plan and present programs
- Utilizes library resources.
- Programming may include researching and presenting programs, facilitating events, teaching classes, etc.
- Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
- Is a City of Dyersville employee
- Works with the Library Director and other library staff to provide the best possible service to the residents of the City of Dyersville.

4. Specific duties:

- Plan and present Kids Can Cook classes (primary)
- Continuing education as recommended by Library Director
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
 Ability to work with children and their families
 Knowledge of culinary skills and ability to teach

Preferred: Willingness to learn new skills

6. Education and Experience:

Required: AA or equivalent combination of education and experience

Preferred: Experience in working with children and their families

7. Physical Requirements: The following are required with or without reasonable accommodation:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Sufficient vision, which permits the employee to prepare and read a variety of materials

- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
 - Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.
8. Part-time position / average work week – scheduled as needed. Schedule will include days, evenings and weekends and must be flexible to meet the demands of programs offered at varied times.

Adopted 9/2026

PROGRAMMER: Children's Services (Part-time) – Andrea Lepley

2. Title: Children's Services Programmer

2. Reports to: Library Director

3. Purpose and Scope of the job:

- Plans, promotes, and implements library programs for specified target audience. Programs may be offered on site, off site, virtually and remotely.
 - Children's Services: programs for children, primarily preschool but may include programming for children of all ages
- Utilizes books and other library resources.
- Programming may include researching and presenting programs, facilitating events, teaching classes, etc.
- Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
- Is a City of Dyersville employee
- Works with the Library Director, Children's Librarian, and other library staff to provide the best possible service to the residents of the City of Dyersville.

4. Specific duties:

- Plan and present programs for preschool children at local schools and daycares as well as at the library (primary)
- Develop monthly take and make crafts and other activities for preschool children, including management of Creation Station craft cart
- Develop and / or assist with developing monthly scavenger hunts and pretend play activities
- Assist librarians, especially the children's librarian with programs and related assignments as library needs and work schedule allow
- Routine library desk work as work schedule allows (Circulation, shelving, etc.)
- Continuing education as recommended by Library Director
- Related work as assigned

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
 Ability to work with the public
 Ability to work with children and their families

Preferred: Knowledge of programing interests and programming skills for children
 Willingness to learn new skills
 Knowledge of routine library procedures

6. Education and Experience:

Required: AA in Early Childhood Education or related field, equivalent combination of education and experience

Preferred: Experience in working with preschool children and their families
Experience in routine library work

7. Physical Requirements: The following are required with or without reasonable accommodation:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Sufficient vision, which permits the employee to prepare and read a variety of materials
- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
- Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.

8. Part-time position / average work week of 9 to 12 hours. Schedule will include days, evenings and weekends and must be flexible to meet the demands of programs offered at varied times.

Adopted 3/2025, revised 9/2026

TECHNICAL SERVICES CLERK (part time) – Brian Alm

1. Title: Technical Services Clerk
2. Reports to: Assistant Director
3. Purpose and scope of the job:
 - Interlibrary loan activities, packaging and shipping
 - All duties expected of a circulation, shelving, and processing clerk as schedule and primary duties allow.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
 - Is a City of Dyersville employee
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville
4. Specific Duties:
 - Interlibrary loan (primary)
 - Circulation (primary, as assigned)
 - Shelving of materials in all areas of the library (primary, as assigned)
 - Shelf reading
 - Sorting mail, including checking in new materials, comparing them to packing slips, reconciling packing slips with invoices (primary, as assigned)
 - Assistance with programs, when requested
 - Answer telephone
 - Operate standard office equipment such as copier, fax, etc.
 - Respond to simple informational (i.e., hours) and directional (where is the ... section) requests
 - Simple reference
 - Related work as assigned
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to operate a computer and required ILL programs
Ability to work with the public
Willingness to learn new skills

Preferred: Knowledge of the Dewey Decimal System
Knowledge of routine library procedures

6. Education and Experience:

Required: B.A. or equivalent combination of education and experience.
Experience with computers

Preferred: Experience with organizational systems

Experience in routine library work

7. Physical Requirements: The following are required with or without reasonable accommodation:
- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
 - Sufficient vision, which permits the employee to prepare and read a variety of materials
 - Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
 - Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.
8. Part-time position / average work week of 5 hours.

NOTE: This position may be blended with a general clerk position.

Revised 5/2011, 5/2012, 12/12, 5/2014, 11/2015, revised 9/2021, revised 9/2026

CIRCULATION, SHELVING, PROGRAMMING, and PROCESSING CLERK

1. Title: Circulation, Shelving, Programming, and Processing Clerk
2. Reports to: Assistant Director
3. Purpose and scope of the job:
 - Routine circulation, processing, programming and shelving work Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
 - Is a City of Dyersville employee
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville
4. Specific Duties:
 - Circulation (primary, as assigned)
 - Shelving of materials in all areas of the library (primary, as assigned)
 - Shelf reading
 - Sorting mail, including putting out newspapers and distributing mail to the appropriate employee mailbox
 - Unpacking boxes of new materials including comparing contents to packing slips, reconciling packing slips with invoices
 - Processing of withdrawn books
 - Processing of materials designated for the storage or duplicate collections
 - Assist with overdue procedures (primary, as assigned)
 - Labeling, covering and otherwise preparing new materials in all formats from arrival to shelf ready (primary, as assigned)
 - Repairing materials in all formats (primary, as assigned)
 - Answer telephone
 - Operate standard office equipment such as copier, fax, etc.
 - Respond to simple informational (i.e., hours) and directional (where is the ... section) requests
 - Simple reference and reader's advisory
 - Basic tech support for public access computers
 - Assistance with interlibrary loan processing
 - Program planning and implementation (primary, as assigned)
 - Assistance with programs, when requested
 - Related work as required
 - May be required to manage library alone during brief times when librarian is not available

Note: Primary, as assigned means a specific staff member has been assigned this duty.

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to operate a computer and Microsoft Office programs
Ability to work with the public
Willingness to learn new skills

Preferred: Knowledge of the Dewey Decimal System
Knowledge of routine library procedures

6. Education and Experience:

Required: Some high school (must be at least 16 years old)
Experience with computers

Preferred: Experience with organizational systems
Experience in routine library work
Experience with program planning

7. Physical Requirements: The following are required with or without reasonable accommodation:

- Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
- Sufficient vision, which permits the employee to prepare and read a variety of materials
- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
- Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.

8. Part-time position with hours ranging from 5 to 25 hours per week.

adopted 5/1996; revised 1/97; 1/98; 7/2004, 5/11, 5/12, revised 5/2014,
reviewed 11/2015; revised 9/2021; revised 9/2026

SUMMER / TEMPORARY LIBRARY AIDE

1. Title: Summer / Temporary Library Aide
2. Reports to: Assistant Library Director
3. Purpose and Scope of the job:
 - Specific and routine work in the public library.
 - Duties will include assisting in all aspects of library work as needed by regular staff.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville.
4. Sample duties:
 - Circulation (checking materials in and out of the library using a computer).
 - Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to a librarian for assistance)
 - Shelving and shelf reading
 - Book processing
 - Inventory
 - Assistance with programming for all ages
 - Related work as assigned
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
 Ability to work with the public
 Ability to operate a computer and Microsoft Office programs
 Willingness to learn new skills

Preferred: Knowledge of routine library procedures
 Experience with alphabets, filing, etc.
6. Education and Experience:

Required: Some high school (must be at least 16 years old)

Preferred: Experience in routine library work
7. Physical Requirements: The following are required with or without reasonable accommodation:
 - Sufficient clarity of speech and hearing, which permits the employee to communicate effectively
 - Sufficient vision, which permits the employee to prepare and read a variety of materials

- Sufficient manual dexterity, which permits the employee to operate a computer, keyboard, and other equipment
- Sufficient personal mobility, which permits the employee to complete various activities such as lifting up to 35 lbs., bending, kneeling, carrying, and walking.

8. Temporary part-time position. Work hours and duties to be determined as needed and as budget allows.

Adopted 6/2007, revised 5/2014, reviewed 11/2015, revised 9/21,
reviewed 9/2026