**POSITION DESCRIPTION**

Class Title: Library Intern

Department: Library Union: N/A

Date: April 2019 Location: Library

**GENERAL PURPOSE**

Under the direct supervision of the Head Librarian and the City Manager. Assists the Head Librarian with summer reading program planning, preparation, and implementation. Job requires a working knowledge of library policies and procedures and general office practices.

**SUPERVISION RECEIVED**

Works under the direct supervision of the Head Librarian and the City Manager.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assists Head Librarian with all aspects of the Summer Reading Program including program planning, preparation, and implementation. Helps plan and facilitate storytime for various ages.

Additional duties such as serving patrons, cataloging materials, and other general libraries duties may be assigned as needed, if the internship is for library science degree credit.

Performs duties within work rules and safety policies of the City.

**PERIPHERAL DUTIES**

Performs other duties as required by the Head Librarian and the City Manager.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

1. Graduation from a high school or GED equivalent.
2. Current enrollment in an MLIS program or other library science degree is preferred, with second preference going to elementary education undergraduate students or undergraduate students with library experience and interest in pursuing a library career.

Necessary Knowledge, Skills and Abilities:

(A) Knowledge of overall library operations; knowledge of modern office practices and procedures; knowledge of personal computers and basic computer programs; knowledge of internet and email programs.

(B) A desire to work with children.

(C) Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing.

**SPECIAL REQUIREMENTS**

None.

**TOOLS AND EQUIPMENT USED**

Telephone; personal computer and computer programs; copy machine; fax machine; calculator; microfilm/fiche machine; CD-ROM equipment; Kindle and other electronic reading devices.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; drug test; job related tests may be required.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Manager

Effective Date: April 12, 2019