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## **JOB SUMMARY**

The Library Intern reports to the Assistant Library director and has the opportunity to gain experience in the various day to day responsibilities of the library, specifically reference and collection maintenance.

## **MAJOR DUTIES / ESSENTIAL FUNCTIONS**

The following list identifies the principal duties of this position, but it is not exhaustive. Other duties may be required or assigned.

- Provides reference, reader's advisory, and interlibrary loan services to the general public.
- Provide high quality, approachable customer service to patrons via various communication methods, such as in-person, phone, email, online chat and text, with a focus on reference, technology and readers' advisory. Maintain confidentiality in all interactions and communications with patrons.
- Catalogs and classifies library materials and performs collection maintenance including weeding and collection development.
- Assists with the development and implementation of programming for all ages.
- Publicize and highlight library collections and services through the use of print and online resources.
- Develop feasible, realistic solutions to problems or questions. Recommend changes or improvements in library operations to supervisors when appropriate.
- Follow and enforce library policies and procedures.
- Serve as Librarian-in-Charge when assigned.
- Perform other duties as assigned.

## **EDUCATION AND EXPERIENCE**

- Must be currently enrolled in an ALA accredited Master's Degree in Library & Information Science program and have completed at least nine (9) credits of coursework including a minimum of two (2) of the four (4) graduate level library and information science core courses, plus the graduate level general reference course.

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Ability to work well with and relate to patrons of all ages.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.
- Ability to set priorities, manage time and complete tasks on time. Considerable ability to understand and follow written and oral instructions.
- Working knowledge of modern library principles including organization, procedures, technologies, goals and philosophy of service; materials and equipment.
- Ability to gather statistics, analyze information, and prepare reports.
- Ability to maintain confidentiality of library patron information.
- Ability to understand library policies and procedures and apply them to library operations.
- Basic competency and experience using and supporting current digital devices and software, including, but not limited to, Microsoft Office, the Internet, iOS and Android platforms and devices.
- Ability to adapt quickly to a changing technological and content/information distribution landscape.
- Good oral and written communication skills.

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- Proficiency with English grammar and spelling.
  - Ability to calculate basic arithmetic problems without the aid of a calculator.

### TOOLS AND EQUIPMENT

- Ability to use office technology including: Integrated Library Systems, Envisionware, email, the Internet, Windows and Mac operating systems, Microsoft Office, Adobe Software Suite, personal electronic devices including iPad, Kindle, Nook, iPhone, and Droid smart phones, and new technology as introduced and/or adopted.
- Skill in the operation of the following tools and equipment: automated materials handler, photocopier, printer, scanner, calculator, book truck, fax machine, cash register, audiovisual equipment, telephone, and new equipment as introduced and/or adopted.

### 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 regularly required to use hands and fingers to reach and feel books or operate equipment and reach with hands and arms.
- Using hands to finger, handle or touch books, write, file, sort, shelve and keyboarding.
- Using hands and arms in handling, installing, positioning, and moving materials and manipulating things.
- The employee frequently is required to sit, stand, walk, stoop, climb, kneel, crouch, crawl, bend, twist, and balance using legs and feet.
- The ability to exert muscle force to lift, push, pull or carry furniture for room set-up.
- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Ability to talk and hear.
- Close vision and distance vision are required.
- The employee frequently is required to lift and reach books above the shoulders.
- The employee must frequently lift or carry up to 50 pounds safely.
- The employee must frequently push or pull: objects weighing 300-400 pounds, with mechanical and/or physical assistance.

### LICENSES AND SPECIAL CONDITIONS

- Possession of a valid Wisconsin Driver's license is required.
- Must be able to maintain a regular work schedule and work evenings and weekends, sometimes with little notice.

### SUPERVISION / ACCOUNTABILITY

- Accountable to the Assistant Library Director and in his/her absence the Library Director.

## **WORK ENVIRONMENT**

Work is frequently performed in a library environment with a large volume of public interaction. Occasionally, work is performed in outdoor weather conditions. Employees will be exposed to dust. The noise level is usually quiet to moderate.

## **SELECTION GUIDELINES**

As a non-union position, the selection for this position is covered by a process that includes, but is not limited to, the completion of a formal application, the verification of education and experience, oral interviews, and reference checks. Related tests may be required by the City. All applicants may be required to submit to a stringent medical examination prior to appointment consistent with requirements of the position. Prior to appointment, candidate may be fingerprinted and a record check made of local, state, and/or federal authorities before final approval.

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 the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### *Revision History*

*Approved by the Library Board of Trustees October 17, 2017*

*Revised February 8, 2018*