

**JOB DESCRIPTION**

Position Title: **Library Intern (Adult Services Department)**  
Department: Library  
Appointing Authority: Library Director  
Supervisor: Assistant Director  
Salary Level:  
FLSA Status: Non-exempt

**GENERAL PURPOSE OF POSITION:**

Under supervision of Assistant Director, the Library Intern performs professional library work, including, but not limited to: reader's advisory, reference, and other patron services, collection development and cataloging tasks, and promotion of library resources and activities.

**HOURS OF POSITION:**

Scheduled hours may vary from week to week. Number of hours scheduled is determined by the FTE approved for the position. This position may be scheduled to work any hours the Library is open for business or special events (i.e., weekdays, evenings, Saturdays and Sundays).

**FUNDAMENTAL JOB DUTIES AND RESPONSIBILITIES:**

**Essential Functions:**

1. Provides reader's advisory, reference and other patron assistance services.
2. Assists and instructs in the use of library materials and library computers with both individuals and groups.
3. Promotes library materials and services through displays and publicity.
4. Plans, promotes and implements programs for adults.
5. Prepares bibliographic handouts and booklists for reader advisory services.
6. Participates in collection development activities, including selection and cataloging of print and non-print materials, and deselection of same, with awareness of the needs and resources of the community.
7. Punctuality, reliability and attendance are essential to this position.
8. Ability to adapt to changes in workload when library is busy.
9. Other duties as assigned by the Assistant Director or designee.

**MINIMUM QUALIFICATIONS:**

Must have a Bachelor's Degree and be enrolled in an ALA-accredited Masters of Library and Information Science program (or equivalent degree program). Public library experience as a volunteer or employee is preferred, but not required.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to communicate effectively with the public and staff both verbally and/or in writing.
- Ability to follow detailed directions.
- Ability to maintain regular work schedule.
- Ability to perform moderately heavy physical work.
- Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
- Ability to learn and use the ILS (Integrated Library System) software, Microsoft Outlook, and basic office equipment (telephone, photocopier, personal computer, laminator, etc.)
- Working knowledge of English grammar and spelling.

SUPERVISION RECEIVED: Works under the supervision of Assistant Director.

SUPERVISION EXERCISED: None.

RESPONSIBILITY FOR PUBLIC CONTACT:

Daily contact requiring courtesy, minor discretion, and sound judgment.

LICENSING & CERTIFICATION: None.

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 walk, sit, talk and hear. The employee is frequently required to use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, walk and crawl.

The employee must occasionally lift and/or move up to 50 pounds. Ability to push and pull objects weighing 300-400 pounds on wheels (book truck) is required. Specific vision abilities include close vision, distance 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.

Work is performed primarily in a library environment. Noise level in the work environment is usually quiet to moderate. Flexible work hours will include daytime and evening hours.

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.

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.

***I agree I have been given a copy of my current job description. I am aware that it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.***

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Signature

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Date