



JOB DESCRIPTION

Title:	Youth Services Library Intern	Department(s):	Library
Reports to:	Youth Services Librarian	Location:	Irvin L. Young Memorial Library
FLSA:	Non-exempt	Pay Grade:	
Shift:	Various	Status:	Seasonal Part-time
Bargaining Unit:	None	Date:	June 2008

JOB SUMMARY

This position is responsible for performing a variety of library-specific clerical tasks to facilitate the use of the library's materials and services by patrons from the library's youth service population.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of duties and responsibilities is not all inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary.

- Assists Youth Services Librarian in all aspects of youth programs.
- Assisting patrons in selecting materials.
- Assist patrons in use of electronic databases and public use computers.
- Quality-check audiovisual materials.
- Photocopy material as requested.
- Inventory collection and read shelves.

ADDITIONAL DUTIES AND RESPONSIBILITIES

SUPERVISION RECEIVED AND/OR EXERCISED

- Work under general supervision of Youth Services Librarian, or, (in absence of Youth Services Librarian) Library Director, or, (in absence of both Youth Services Librarian and Library Director) Assistant Library Director or assigned library lead worker; however, perform recurring job duties independently. Some opportunity exists to vary work steps and in deciding appropriate procedures, guidelines and methods. Supervised less closely during execution, but end results are still reviewed. Incumbents prioritize their own work to some degree, manage their time effectively and respond to some questions independently.
- No formal supervisory responsibilities. May supervise volunteers on a limited basis.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High school graduate or equivalent.

Language Skills

- Ability to communicate orally and in writing in English.
- Ability to interpret how to apply policies, procedures and standards to specific situations.

Reasoning Ability

- Ability to work well under pressure and handle stressful situations, to organize work and set priorities, managing time and resources to meet deadlines and changing demands within the entire operation of administrative services, perform duties with a minimum of supervision.

Other Qualifications

- Proficiency in typing, electronic data processing and a working knowledge of modern office practices and procedures.
- Ability to effectively meet and deal with the public.
- Ability to work effectively in cooperation with fellow employees as a member of the staff team.
- Ability to work in and maintain an environment that deals with sensitive and confidential information.
- Broad-based familiarity with authors/subjects desirable.

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 required to sit, walk, or stand for extended periods of time and talk or hear. The employee is required to use hands to operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, ability to adjust focus, and the ability to sustain prolonged visual concentration.
- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as computer and other office machines, Integrated library automation system, microfilm equipment, audio and video equipment and/or materials used in performing essential functions.
- Ability to coordinate eyes, hands, and limbs in performing skilled movements such as typing and to operate various pieces of office equipment.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, shapes and textures associated with job-related objects, materials and tasks.
- The employee must exert physical effort in sedentary to light work, occasionally involving lifting, carrying, pushing, pulling, crouching, crawling, kneeling, stooping and/or moving up to 50 pounds. Strength, for example, to push loaded book cart weighing approximately 100 pounds on level floor and up ramp, to lift or maneuver onto cart loads up to 50 pounds and to carry cartons of books up and down stairs.
- Ability to bend, stoop and lift for prolonged periods in cramped spaces.

