

## **SOUTH MILWAUKEE PUBLIC LIBRARY SUMMER YOUTH INTERN**

**APPOINTING AUTHORITY:**

Library Board

**REPORTS TO:**

Library Director

**PURPOSE OF POSITION:**

Under the supervision of the Library Director and a selected mentor, performs a wide variety of library science-related duties to gain hands-on, professional experience in the public library setting.

**ESSENTIAL FUNCTIONS:**

1. Provides reference and reader's advisory services to library patrons using both print and electronic resources.
2. Assists patrons in the use of library resources such as books, computers and peripheral equipment, on-line catalogs, databases, the Internet, Microsoft Office software and other electronic resources.
3. Assists with the planning, advertising and presentation of library programs.
4. Assists in collection development projects. This may include the selection, weeding and cataloging of library materials.
5. May perform circulation functions.
6. Performs other duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED FOR THE POSITION:**

1. Ability to work well with and relate to patrons of all ages including children, young adults and adults.
2. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, peers and supervisor.
3. Knowledge of library operations, services and materials.
4. Demonstrated capacity to set priorities and manage time in order to complete tasks in a timely manner.
5. Ability to maintain confidentiality of library patron information.
6. Ability to understand library policies and procedures and to apply them to library operations.
7. Competence and experience using and supporting current digital devices and software used to access the library's digital services and content.
8. Ability to operate library machinery.
9. Working knowledge of English grammar and spelling.

**PHYSICAL DEMANDS OF POSITION:**

1. Standing, walking, stooping, climbing, balancing using legs and feet, bending/twisting, reading and feeling.

2. Sitting, kneeling, crouching and crawling.
3. Talking and hearing on the telephone.
4. Far vision at 20 feet or further, near vision at 20 inches or less.
5. Lifting: up to 50 pounds at a time.
6. Carrying: up to 20 pounds at a time.
7. Mobility: travel to meetings and programs outside the library.
8. Fine motor skills: writing, filing, sorting, shelving and keyboarding.

**MENTAL REQUIREMENTS:**

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins.
3. Ability to comprehend and follow instructions: effectively follow instructions from supervisors, both verbally and in written form.
4. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the use of a calculator.
5. Time management: set priorities in order to meet assigned deadlines.

**ENVIRONMENTAL/WORKING CONDITIONS:**

1. Inside work environment : 100%
2. Some dust

**SCHEDULE:**

The work schedule is a flexible work schedule which may include evening and weekends.

**TOOLS AND EQUIPMENT USED:**

1. Integrated Library System
2. General application software – email, the Internet, word processing, spreadsheets, databases, promotional flyers, presentations
3. Computer hardware and devices including printers, scanners, and personal handheld devices
4. Photocopier
5. AV Equipment
6. Fax Machine
7. Telephone
8. Calculator
9. Microfilm reader/printer
10. New technology as introduced and/or adopted

**EDUCATION AND EXPERIENCE:**

1. BA/BS Degree.
2. Verified enrollment in a graduate level ALA accredited program of Library Science. Must be taking coursework towards an MLS or MLIS or equivalent. (Not eligible to reapply for internship after completion of graduate degree in Library Science.)

**POSITION CLASSIFICATION:**

This position is a Temporary Employee subject to the rules and regulations set by the South Milwaukee Public Library Handbook for Temporary Employees.

**LENGTH OF EMPLOYMENT:** Established by the Library Board of Directors.

**APPROVED BY THE SOUTH MILWAUKEE LIBRARY BOARD ON:** July 21, 2015

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LIBRARY DIRECTOR

DATE

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EMPLOYEE

DATE