

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** SUMMER READING PROGRAM LIBRARIAN INTERN

### General Functions:

Under the general direction of the Assistant Library Director, position performs a variety of professional, entry level duties in relation to the Summer Reading Program, such as Youth Services, Support Services, Adult Services, Programming, and Technology. Responsibilities are of a complex, technical nature, requiring specialized training and/or education. Performs work that is original and creative. Duties and responsibilities are designed to further prepare the intern for a successful career in libraries. This is a limited duration internship.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Represents the library in a professional manner.
3. Assist with developing and implementing Summer Reading Program associated projects and programs.
4. Attend and participate in various library organizational meetings as directed.
5. May perform reference and reader's advisory services; assist patrons with on-line reference searches and new technology; may assist patrons in the selection of books as part of the Summer Reading Program.

SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

1) Job Preparation:

a) Education:

- i) Requires recent or upcoming graduation from a college or university with a Master's in Library Science.

b) Communication:

- i) This position requires excellent oral and written communication skills.

2) Supervision:

Received: Performs tasks under general supervision of Assistant Library Director.

3) Abilities:

- a) Ability to handle multiple demands and competing priorities.
- b) Ability to use initiative and work independently after receiving initial guidance.
- c) Must exhibit the confidence to work with people at all levels of seniority and from different backgrounds.

4) Working Conditions:

Work is in a Library environment.

*The job classification 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.*