

PLATTEVILLE PUBLIC LIBRARY

Job Description

Library Intern

Position Classification: Non-exempt (hourly)

Typical Responsibilities of Position

This is a limited-term, part-time internship in the Youth Services section of the library. This position is an opportunity to understand community-engaged librarianship and explore how to use their talents and perspectives to impact their community. The intern will work closely with the Youth Services team to develop a project that advances the library's mission and benefits the community. Candidates must be a High School Junior or Senior for the upcoming semester. Work is performed under the supervision of the Youth Services Manager. Some evening and weekend hours may be required.

Examples of Work Performed

1. Meet regularly with the Youth Services Manager
2. Work closely with library team members to learn about various positions in the library and how they support each other
3. Reflect and articulate personal interests, talents, and skills that will benefit the internship
4. Develop a project, including its management, application, and evaluation, in alignment with the library's mission and enrich the internship
5. Assist library staff as needed
6. Maintain regular punctual and predictable attendance

Required Knowledge, Skills, and Abilities

1. High School junior or senior residing in the City of Platteville
2. Ability to work independently.
3. Ability to work 10-15 hours per week.
4. Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public.
5. Intermediate computer skills preferred.

Tools and Equipment Used

1. Book carts for transporting materials.
2. Computer equipment, including scanners, keyboards, and printers.
3. Laptops and LCD projectors.
4. Photocopier, microfilm/fiche reader/printer, public access computers, public presentation equipment
5. Mobile devices, digital cameras, and similar equipment
6. Outreach book bicycle

Physical Requirements

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Bending/twisting and reaching.
2. Far vision at 20 feet or further; near vision at 20 inches or less.
3. Fingering: keyboarding, writing, filing, sorting, shelving, and labeling
4. Handling: processing, picking up, and shelving books.
5. Lifting and carrying: 30 pounds or less.
6. Pushing and pulling: objects weighing 300-400 pounds on wheels.
7. Sitting, standing, walking, climbing, stooping, kneeling, and crouching.
8. Talking and hearing; use of the telephone.
9. Ability to pedal an electric bicycle.

Mental Requirements

1. Ability to apply technical knowledge.
2. Ability to comprehend and follow instructions: effectively follow instructions from supervisor, verbally and in written form.
3. Ability to deal with abstract and concrete variables
4. Ability to interpret technical regulations and instructions.
5. Analytical Skills: identify problems and opportunities; review possible alternative courses of action before selecting one; utilize information resources available when making decisions.
6. Communication Skills: effectively communicate ideas and information both in written and verbal form.
7. Creative Decision-making: effectively evaluate or make independent decisions based upon experience, knowledge, or training, without supervision.
8. Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, and division).
9. Planning and Organization Skills: develop long-range plans to solve complex problems or take advantage of opportunities; establish systematic methods of accomplishing goals.
10. Problem-solving Skills: develop feasible, realistic solutions to problems; recommend actions designed to prevent problems from occurring; refer problems to supervisor when necessary.
11. Reading Ability: effectively read and understand the information contained in memos, procedure manuals, emails, reports, etc.
12. Time Management: set priorities to meet assignment deadlines.
13. Ability to multitask.

Environmental/Working Conditions

1. Flexible work hours; frequent evening and weekend hours.
2. Inside work environment.
3. Exposure to dust.

Approved by the Library Board of Trustees at their regular monthly meeting, April 2, 2024