

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Intern (Community Relations)**

Dept: **Community Relations**

Job Code Number: **10916**

Reports to: **Public Relations Specialist**

Grade Number: **Min Wage**

Effective Date: **July 2001**

FLSA Status: **Non-exempt**

General Position Summary:

Prepare press releases for distribution. Complete other tasks as assigned.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. From material provided by the supervisor, lay out and prepare documents for the media that describe upcoming library events.
2. Prepare press releases for distribution to the media.
3. Maintain records of completed press releases.

Secondary Duties:

1. Perform other related duties as required or as assigned.

Communication:

The position has on-going contacts with other KCLS staff members and occasionally with the public. The position may have some contacts with media representatives, requiring the use of persuasion, to inspire media staff to provide appropriate and timely space for the press release. Contacts seldom contain confidential or sensitive information.

Initiative:

The position operates from established and well-known procedures and is generally responsible for resolving problems directly related to assigned tasks. The position has no specific responsibility for developing programs, policies, procedures or methods. The position involves a low level of complexity and operates under a moderate level of supervision. Job tasks are regular and recurring. The incumbent may determine layout and develop appropriate text for press releases.

Accountability:

The position encounters regular interruption requiring some degree of flexibility. The position has little or no planning responsibility other than scheduling/planning own work. An error or delay in work has an effect on publicity of services and programs. The work is regularly checked by a supervisor.

Leadership:

The position is not responsible for mentoring others.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma or GED equivalent, supplemented by two years college or vocational education in community or public relations, or related field. Requires current matriculation in a vocational school, college or university with a major in community or public relations, or related field. No prior work experience is required.

Necessary Knowledge Skills and Ability:

- Considerable knowledge of English composition, grammar and page lay out.
- Considerable knowledge of word processing software.
- Some knowledge of KCLS operations, its programs and the services provided is preferred.

Ability to:

- Visualize pleasing and eye-catching finished product (press release) and work toward achieving desired results.
- Use of interpersonal skills, common courtesy and tact when dealing with staff members and others outside of KCLS.
- Plan work in order to meet established completion schedules.
- Work accurately and efficiently.

Skill in:

- Preparing text for press releases.
- Using the computer and related software to prepare text using a variety of fonts, letter sizes and other software features.
- Composing text using appropriate English language.
- Observing or paying attention to details.
- Communicating both verbally and in writing.

SPECIAL REQUIREMENTS

None

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed indoors in a normal office environment

Advancement Possibilities:

Community Relations Technician
Graphics Technician
Community Relations Specialist
Communications Specialist

The 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.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____

HR Manager