

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Student Librarian Intern**

Dept: **Public Services**

Job Code Number: **10915**

Reports to: **Designated mentor**

Grade Number: **14, Non-represented**

Effective Date: **July 2001**

FLSA Status: **Non-Exempt**

Basics of the Student Librarian Intern program:

This classification is intended to provide flexible internships to students pursuing a graduate level library science degree from an ALA accredited academic institution, who are interested in working in the public sector. Length of the internships will vary, based on the incumbents availability, from a minimum of one year to a maximum of two years. Student Librarian interns will be placed in one business unit in public services, and will be assigned a mentor in that business unit. The mentor will provide guidance for the intern and ensure that the intern is exposed to a variety of assignments and experiences, comprising a well-rounded public librarian internship. The Intern Group will provide a checklist of general experiences and training. The expectation is that the mentor and intern will base much of the activity in the internship on that list.

General Position Summary:

Under the supervision of a mentor, performs a wide variety of library science-related duties to gain exposure to, and experience in, a broad range of public library work. Individual projects are assigned to enhance learning.

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. Provides reference services to patrons/public at library information desk.
2. Performs projects as assigned by the supervisor.
3. Examples of other duties:
 - a. May make presentations to the public.
 - b. May observe and assist with storytimes under guidance of a librarian.
 - c. May observe and assist with elementary or jr/sr high school visits under the guidance of a librarian.
 - d. May perform circulation functions.
 - e. May assist with computer classes.
 - f. May help with community library book group meetings.
 - g. May assist with seasonal materials displays.

Secondary Duties:

1. Other related duties as assigned.
2. May participate on committees.

Communication:

Contacts are normally made with KCLS employees and customers. Contacts are regularly made at the supervisor's request, on the incumbent's own initiative or are initiated by a third party. The position has a requirement to interact with customers frequently and communications occasionally contain discussion about confidential/sensitive matters.

Initiative:

The position operates from specific and definite directions and instructions (a high level of detail) and is responsible for problem solving with others within own department. Some design of new programs/services or concepts may be required. The job involves a moderate degree of complexity, with incumbents operating independently, under minimal supervision. Work situations are recurring with occasional variations from the norm. No decision-making authority is included in this position.

Accountability:

The position encounters frequent interruptions and maximum flexibility is required. Little or no planning responsibility is involved other than scheduling/planning own work. The position makes decisions that have impact within own work unit and the incumbent's work is frequently monitored by the mentor.

Leadership:

The position does not include mentoring responsibility. It is responsible for role modeling and promoting organizational values within own work unit or department.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Verified enrollment in a graduate school-level ALA accredited program of library science. Must be taking coursework towards an MLS or MLIS or equivalent.
- Less than one year of professional library experience. This is an intern position while the incumbent is in graduate school.

Necessary Knowledge, Ability and Skills:

- Working knowledge of services, materials and programs available at a library.

- Considerable knowledge of computer office software.
- Working knowledge of English and math.

Ability to:

- Read, write, speak and understand the English language.
- Effectively listen to patrons as part of understanding their needs and concerns.
- Use diplomacy and tact to establish and maintain relationships with patrons at the assigned branch.
- Develop and maintain positive relationship with employees.
- Communicate effectively with a diverse population.
- Take initiative where appropriate.
- Make presentations to the public

Skill in:

- Being flexible and adaptable to change.
- The use of computer office software, Internet, and other electronic resources.
- Assessing situations/problems and logically finding solutions.
- Listening to, understanding and interpreting information received from patrons in directing them to appropriate library services, programs and materials.
- Communicating effectively verbally and in writing.
- Providing good customer service to the diverse general public.

SPECIAL REQUIREMENTS

- Demonstrated interest in working in public librarianship

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to 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 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a library environment. Constant sitting and standing are required. There may be some exposure to angry or hostile individuals. Incumbent works varied hours including weekends and evenings.

Advancement Possibilities:
Librarian Series

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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

Final: 7/31/01
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