

Hales Corners Library
Job Description
Library Intern / Library Associate

Reports to: Assistant Library Director

Purpose of Position: Under administrative supervision, provides reference, reader's advisory, and interlibrary loan services to the general public, maintains the library materials collection, and assists with library programs as assigned by the Assistant Library Director.

Essential Functions:

1. Provides reference, reader's advisory, and interlibrary loan services to the general public.
2. Catalogs and classifies library materials via the Milwaukee County Federated Library System's computer system.
3. Recommends materials for purchase, helps to develop subject areas, and maintains the library's collection.
4. Maintains an up-to-date knowledge of all reference and circulation policies and procedures.
5. Assists with library programs and displays.
6. Promotes library services and programs through the development of displays and bulletin boards, flyers, bibliographies, and other types of publicity.
7. Provides backup assistance at the circulation desk.
8. Follows and carries out library policies and procedures; reports all breaches of policy to the Assistant Library Director.
9. Performs light housekeeping.
10. Performs other duties as assigned.

Knowledge and Abilities required for the Position:

1. Ability to effectively present information and respond to questions from the public.
2. Ability to maintain confidentiality of library patron information.
3. Ability to maintain a regular work schedule.
4. Ability to complete timesheet and submit on time.
5. Ability to perform basic reference work, material selection, cataloging, and classification.
6. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with peers and supervisor.
7. Friendly and helpful manner, appropriate to a position where constant public contact is involved and maintenance of good public relations is essential.
8. Ability to follow detailed instructions.
9. Ability to operate library business machines properly, which may require knowledge of databases and search methods.
10. Ability to understand library policies and procedures and apply them to library operations.
11. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
12. Ability to use computer software and manage computer technology.
13. Working knowledge of English grammar, spelling and arithmetic.

Physical Demands of Position: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to work in confined spaces.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further, and near vision at 20 inches or less.
4. Fingering: keyboarding, writing, filing, sorting, shelving, and processing.
5. Handling: processing, picking up and shelving books.
6. Lifting and carrying: 50 pounds or less.
7. Pushing, pulling: objects weighing 300-400 pounds on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of the telephone.

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) without the aid of the calculator.
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; and refer problems to the Assistant Library Director when necessary.
11. Reading ability: effectively read and understand information contained in memoranda, reports, bulletins, budgets, etc.
12. Time management: set priorities in order to meet assignment deadlines.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in a library environment. The noise level in the work environment is usually quiet to moderate.

Equipment Used: audiovisual equipment, book truck, building systems such as heating and air conditioning and fire protection, calculator, camera, change machine, computer hardware and software, computer network equipment, copy machine, electrical equipment, fax machine, library automation system, mobile devices, other library technology equipment, point of sale system, printers, telephone system

Job Requirement: Willingness and ability to work flexible hours, days, evenings, and weekends (Saturdays and Sundays).

Education / License / Certification Requirements:

1. A minimum of one of the three graduate level library and information sciences core courses, plus the graduate level general reference course or a bachelor's degree in a relevant area and experience which provides the knowledge, skills, and abilities to perform the job as demonstrated by prior work experience or documented accomplishments.
2. Computer proficiency and a comfort with technology are required including knowledge of and experience using the Milwaukee County online catalog (CoCat) and online resources and databases.
3. Organization, communication and customer service skills, and knowledge of library materials, methods, and techniques are preferred.

Wages and Benefits: Wages and benefits set annually by the Library Board.

Approved by the Hales Corners Library Board 02/25/2021

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 the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have reviewed and received this job description.
(This is signed after employment.)

Supervisor

Date

Employee

Date