



# City of Umatilla

<b>Job Title:</b>	Library Intern	<b>Job Category:</b>	Non-Union; Non-Exempt
<b>Department/ Group:</b>	Finance & Administrative Services	<b>Pay Grade:</b>	\$13.20 / Hour
<b>Location:</b>	City Library	<b>Reports to:</b>	Library Director
<b>HR Contact:</b>	Jonathan Egan	<b>Position Type:</b>	Part Time, up to 20 hours per week. Not to exceed 8 weeks.
<b>Supervision:</b>	Received: Works under the direction of the Library Director and Library Aide.		
<b>Minimum Qualifications:</b>			
<ul style="list-style-type: none"> <li>• Currently Enrolled in High School</li> <li>• Attends School in the Umatilla School District</li> <li>• Between the age of 14 and 17</li> <li>• Knowledge of computers and common software operation.</li> <li>• Must pass a background check</li> </ul>			
<b>Job Description</b>			
<b>GENERAL PURPOSE</b>			
Works under the supervision of the Library Director and Teen Services staff on a connected learning project. Will also help with summer reading events, assist patrons in library services, and help library operations run efficiently.			
<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>			
<b>CONNECTED LEARNING PROJECT:</b>			
<ul style="list-style-type: none"> <li>• Will create a program, event, or resource that reflects the interest of the intern.</li> <li>• Will work with the Library Director and Teen Services staff to implement the project.</li> <li>• Will be in charge of creating flyers and advertising on social media and within the community</li> <li>• Connect and partner with one organization or business in the community</li> <li>• Implement project by the end of internship</li> </ul>			
<b>CUSTOMER SERVICE:</b>			
<ul style="list-style-type: none"> <li>• Assists patrons in applying for library membership. Processes membership applications and issues library cards.</li> <li>• Performs customer service both in person and via telephone in a friendly and professional manner.</li> <li>• Assists patrons with read-reference questions and reader advisory, bibliographic instruction and database searching.</li> <li>• Assists patrons with mechanical operations of library equipment</li> <li>• Answers directional questions and refers patrons to appropriate personnel.</li> <li>• Communicate library policies and procedures effectively.</li> </ul>			

**CLERICAL SUPPORT**

- Performs circulation desk procedures, such as checking in and checking out materials, registering patrons and collecting fines.
- Check in deliveries of interlibrary loan materials.
- Processes, withdraws, repairs, or reconditions library materials.
- Shelves library materials.
- Assists with library programs and displays.
- Performs other related work as required.

This list is illustrative only and not intended to specify every duty and job responsibility.

**PREFERRED SKILLS****ABILITY TO:**

- Provide customer service to a wide variety of personality types in a friendly and professional manner.
- Comprehend and follow instructions; verbally and in written form.
- Read; ability to effectively read and understand information contained in memoranda, reports and bulletins, etc.
- Communicate; ability to effectively communicate ideas and information both in written and oral form.
- Operate basic office equipment

**TOOLS AND EQUIPMENT**

Use of computer, multi-line phone, fax, copier and other basic office equipment.

**PHYSICAL DEMANDS**

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 essential functions.

Frequent: Sitting, Standing, Walking, Lifting/Carrying up to 5 lbs, Pushing/Pulling up to 20 lbs, using arms, wrists, and hands.

Occasional: Lifting/Carrying/Pushing/Pulling up to 50 lbs, bending, twisting, crouching, kneeling, reaching forward and above shoulder, squeezing.

Rare: Crawling, Climbing stairs and ladder

Manual dexterity and coordination are required more than 50% of the work period while operating equipment such as a computer keyboard, a telephone, fax, calculator, and other similar office machines.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines. The noise level in the work environment is typical of most open office environments. Occasional work on nights and weekends.

Reviewed By:	Melissa Ince	Date:	May 9, 2022
Approved By:	David Stockdale	Date:	May 9, 2022
Last Updated By:	Jonathan Egan	Date	May 24, 2023

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David Stockdale  
City Manager