

LIBRARIAN INTERN

PURPOSE: The purpose of the Librarian Intern position is twofold: 1) working under immediate supervision, to perform basic bibliographic, reference, readers' advisory, and program work, and 2) to work in a public library and gain practical experience while earning a master's degree in library and information studies.

*Positions may be filled at the department's discretion on either a full time or half time basis.
NOTE: Full time positions have full city benefits. Half time positions are eligible for limited benefits.*

*Librarian Interns will be required to work flexible work schedules that include days, evenings and weekends.
The Library will make every effort to work around an intern's school schedule, although such accommodations cannot be guaranteed.*

ESSENTIAL DUTIES: Under the direct supervision of a librarian unit supervisor in the Central Library, Neighborhood Library, or Extension Services, the Librarian Intern may perform any or all of the following duties: assist readers, adults, young adults, and children in the selection and location of print and non print information and materials and in the use of the online catalog, Internet, electronic databases, microform and other indexes, bibliographies, reference tools, and microcomputers; answer reference questions; assist with selection of library materials for inclusion in the collection; perform collection maintenance; assist in developing and implementing programs that promote library services and programs to individuals and groups; represent the library in informational, educational, and cultural activities in the community by speaking to groups; serve on library committees; prepare media lists and bibliographies; perform paraprofessional tasks; and perform other duties as assigned.

The Milwaukee Public Library is committed to providing the highest quality of service to internal and external customers. In meeting this commitment, employees are expected to be knowledgeable, competent, dependable and courteous in the performance of their job responsibilities, and to work cooperatively as part of a team.

*Reasonable accommodations requested by qualified individuals with disabilities
will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

MINIMUM REQUIREMENTS:

1. Current enrollment, or acceptance for enrollment, in a **graduate** school of library and information studies accredited by the American Library Association (ALA). Only individuals who are working towards graduate degrees in library and information studies are eligible to apply for this position. Proof of enrollment or acceptance for enrollment must be submitted with application or sent to the attention of Tim Keeley at the address below.
2. Residence in the City of Milwaukee within six months of appointment and throughout employment.

NOTE: If a person has not yet started the master's program upon appointment, he or she must do so within six months of the appointment date to continue as a Librarian Intern. The City of Milwaukee offers a generous tuition benefit program. Once appointed to the Librarian Intern position, the incumbent must successfully complete his or her master's degree in library and information studies within five years of the appointment date. Upon completion of the degree and satisfactory completion of the Internship program, the incumbent may be considered for promotion to the Librarian I position.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Familiarity with library and information studies, including an understanding of the reference interview, public relations and marketing techniques, library programming, collection development, library media, learning principles, and instructional methods.
- Knowledge of principles and processes of providing excellent customer service and a strong desire to serve the public.
- Exceptional ability to clearly communicate with patrons and library staff, both face-to-face and over the telephone.
- Ability to communicate effectively in writing.
- High degree of interpersonal skill: ability to work easily and effectively with all staff levels and to establish respectful relationships with a diverse group of individuals.
- Ability to work effectively both independently and as part of a team.
- Organizational skills and the ability to manage multiple priorities.
- Ability to use an online library catalog, electronic databases, the Internet, microform, and other indexes, bibliographies, reference tools, and a networked personal computer.
- Skill in using the full Microsoft Office software suite, in particular Word.
- Honest, empathetic, and professional.
- Ability to work day, evening and weekend hours

THE CURRENT SALARY RANGE (510) IS: \$37,727 to \$41,863 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuing examination. Applications will be accepted and examinations held during **2010** as often as required to meet the needs of the City. Qualified applicants will be notified by mail of the date, time and place of the examination. Persons not accepted to an examination or removed from an eligible list may file a written appeal (including the basis upon which the appeal is made), which must be received by the City Service Commission no later than ten calendar days after the rejection notice was mailed.