

**Willoughby-Eastlake Public Library
Temporary Non-Bargaining Unit Position**

JOB CLASSIFICATION: Intern

REPORTS TO: Library Manager

GRADE: 1

POSITION SUMMARY: Responsible for performing circulation duties in a public setting while providing a high level of customer service. As well as tasks assigned throughout the library.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Meets and exceeds customer expectations by competent, attentive, friendly and professional customer
- Empties book drop; assists with opening and closing procedures
- Prepares delivery boxes
- Moves older periodicals and newspapers to storage and/or disposal areas
- Assists patrons in the use of the copier/printer
- Fills paper tray and cleans glass on copier/printers
- Assists in maintaining appearance and cleanliness of the library
- Cleans and repairs library materials
- Attends workshops, conferences, and meetings
- Assists staff with library programs, displays, and exhibits
- Performs other duties as deemed appropriate or necessary by the Assistant Building Manager, the Circulation Manager or the Circulation Supervisor

QUALIFICATIONS:

- Age 16 or older. If under 18, current enrollment in high school (work permit during the school year is required). If over 18, high school diploma or equivalent.

KNOWLEDGE AND ABILITIES:

- Ability and willingness to learn and perform routine library procedures
- Ability to follow direction
- Familiarity using personal computers
- Good communication and interpersonal skills
- Ability to workdays, evenings, or weekends as required

EQUIPMENT AND EFFORT REQUIRED:

- Must have a reliable means of transportation to fulfill duties of the job
- Ability and manual dexterity to operate office equipment
- Ability to move items and materials up to 30 pounds in weight
- Prolonged periods of sitting, standing, walking, bending, stooping, and/or lifting may be required