



CITY OF LONG BEACH

DEPARTMENT OF LIBRARY SERVICES

101 Pacific Avenue • Long Beach CA 90822 • 562-570-6016 • FAX 562-570-7408

EMPLOYMENT OPPORTUNITY Administrative Intern, Non-Career Library Assistant

SALARY: \$12.535 per hour

THE POSITION: The Department of Library Services is seeking interested candidates to apply for the position of Administrative Intern (Library Assistant) for the Branch Libraries. Under the direction of a supervising librarian, each Library Assistant assists patrons of all ages with basic library questions, research needs, readers advisory and computer use; provides library literacy programs, outreach, basic orientation and instruction for in-house and online library resources; informs patrons of acceptable library use and behavior.

EXAMPLE OF DUTIES:

- Perform professional library work under the supervision of a librarian;
- Assist patrons with questions, computers, resources and library services;
- Provide and assist with basic library programs, such as storytime and book clubs;
- Arrange supplies and work areas each day and request additional supplies as necessary;
- Assist with maintaining good behavior and discipline within the library;
- Attend scheduled training sessions and complete assignments;
- Assist with collection maintenance and development;
- Assist professional staff in daily operations of various sized neighborhood libraries;
- Prepare periodic reports, including internship progress;
- Perform other duties as required.

ELIGIBILITY AND MINIMUM QUALIFICATIONS:

- Bachelor's degree from a college or university; two years of library work experience may be substituted for every one year of college;
- Ability to work with large groups of children and adults in an active atmosphere;
- Ability to provide positive and consistent customer service to a diverse community;
- Ability to exercise professionalism and to combine tact, patience, and a personable demeanor;
- Knowledge of library services, including automated library services;
- Ability to be flexible and easily handle varying work assignments and schedules;
- Strong interpersonal and communication skills;
- Strong computer skills (Internet, MS Office) and the ability to learn library related technology;
- Ability to lift up to 40 lbs.

DESIRABLE QUALIFICATIONS: Bilingual ability in English/Spanish or English/Khmer. Students currently enrolled in a Master of Library Science/Master of Library and Information Science program are encouraged to apply.

SELECTION PROCEDURES: Applications are available at all Long Beach Public Libraries. Recruitment is on-going, and interviews are scheduled as positions become available. Completed applications may be returned to any Long Beach Public Library or Main Library Administration. Please call (562) 570-6457 for additional information.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call 48 hours prior to the interview at (562) 570-6110.