



City of Ames Library Adult Services Intern

SALARY	\$12.00 Hourly	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	23-ASI-01
DEPARTMENT	Library	DIVISION	Adult Services
OPENING DATE	06/06/2023	CLOSING DATE	6/26/2023 5:00 PM Central
FLSA	Non-Exempt	BARGAINING UNIT	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

Are you interested in a service-oriented career? Do you want to learn more about the Ames community? Ames Public Library has an opportunity for an intern in the Adult Services division who will work with team members to facilitate programs, reach out to the public to share information about the library, and work on special projects. This fall, the anticipated special project is working with a team to implement the Memory Lab, a project which will provide the public an opportunity to digitize analog and legacy media items.

Candidates interested in this opportunity can expect to work 15-20 hours per week, including the potential for evening and weekend hours. Length of position expected to be August 2023 - December 2023, with the option to extend upon mutual agreement.

Under direction of the Adult Services Manager, the Adult Services Intern supports the Ames Public Library's programs. The Adult Services Intern assists and develops a variety of projects and programs as assigned.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Applications submitted for this position by the application deadline may be considered for other openings within this classification; for up to 6 months.

Career Resources can be found at the library's [online resources page](https://tinyurl.com/4t95uxn9).

(<https://tinyurl.com/4t95uxn9>)

Examples of Essential Job Functions

Examples of Essential Job Functions: In coordination with Library staff, support the Ames Public Library's collections and programming; Perform clerical duties, participate in special projects as they emerge; other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our *Excellence Through People* organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; committing to diversity, equity, and inclusion; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respecting one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience: Must be pursuing an Associate's or Bachelor's degree in Adult and Family Services, English, Journalism and Mass Communications, Communication Studies, or related field OR currently pursuing a Master in Library Science (MLS or MLIS) degree.

Must be current student at time of start date.

Knowledge, Abilities, and Skills: Knowledge of Microsoft office suite, technology such as computers. Skill in organization and attention to detail; skill in written and verbal communication; skill in customer service. Ability to adapt to change; ability to work independently and as part of a team; ability to prioritize and balance multiple projects at once; ability to commit to innovation and continuous improvement; ability to tolerate ambiguity; ability to work with and be sensitive to the needs of diverse groups of people.

Supplemental Information

PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing.

Physical Characteristics of Work: The work involves sitting for long periods of time; infrequently lifting heavy objects up to 50 pounds; occasionally setting up displays; occasionally pushing and pulling library equipment; frequently sitting and using arm/leg controls.

Vision Requirements: Minimum standards for use with those whose work deals largely with preparing and analyzing data, extensive reading, and the use of computer controls.

Environmental Conditions: The employee ordinarily works in an office environment; occasionally works outside for activities.

Equipment Used to Perform Essential Functions: Computer hardware, peripherals, and software appropriate for office work, general office equipment; web-based tools; communications equipment including cell phones; library specific equipment such as carts and books.

Selection Process:

The selection process consists of an evaluation of education and experience, phone interview, on-site interview, and completion of a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Depending on the number of qualified candidates the hiring committee may fore-go phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

Equal Opportunity Statement:

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Library Adult Services Intern Supplemental Questionnaire***QUESTION 1**

Candidates interested in this opportunity can expect to work 15-20 hours per week, including the potential for evening and weekend hours.

Length of position expected to be August 2023 - December 2023, with the option to extend upon mutual agreement.

Does this align with your availability and expectations?

☐ Yes

☐ No

***QUESTION 2**

What is your area of study?

***QUESTION 3**

What is your current year status in school, as of the Fall 2023 Semester? (Freshman, Sophomore etc.)

***QUESTION 4**

Please describe any work experience you have that involved customer service skills.

***QUESTION 5**

Why are you interested in working for Ames Public Library?

* Required Question