

## CITY OF IOWA CITY - Job Description

Job Class #9983

FLSA Non Exempt  
Non Civil Service

### Identification

**Position Title:** Hourly Library Intern  
**Job Title:** Digital Media Lab Intern  
**Department:** Adult Services  
**Division:** Library  
**Immediate Supervisor:** Adult Services Coordinator

### Job Summary

Under supervision of the Adult Services Coordinator, works with the public in the Library's Digital Media Lab. Provides one-on-one assistance to the public using various software and equipment, primarily Adobe Creative Cloud. Creates and updates materials for technology classes and assists with instruction.

### Essential Job Duties and Responsibilities

Independently **staffs** the Digital Media Lab in the evening and on the weekend to **help** patrons with questions about their projects.

**Helps plan** and **implement** computer classes and workshops.

**Updates** class materials including handouts and instruction notes.

**Instructs** the public on computer software and equipment.

**Requires** regular nights and weekend shifts.

**Implements** established policies and procedures regarding the safety and security of customers and fellow staff members.

**Presents** the Iowa City Public Library and its services consistently in a positive manner and **adheres** to customer services guidelines and procedures as established by the Library.

**Conducts** self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

**Performs** other duties as assigned.

### Physical and Environmental Conditions

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and talk and hear. The employee frequently is required to walk, sit and reach with

hands and arms. The employee is occasionally required to stand. Ability to move about in a library setting. Ability to lift boxes, equipment and materials weighing up to 50 pounds. Ability to push carts weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and depth perception.

The physical demands and work environment 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 the essential functions.

The noise level in the work environment is usually moderate.

### **Minimum Education, Experience and Certification**

Enrollment in college level courses in Graphic Design, Education, Library Science, Informatics, Computer Science or related field required. Customer service experience required. Must pass criminal background check.

### **Preferred Education, Experience and Certification**

Experience tutoring and/or teaching adults preferred.

### **Knowledge, Skills, and Abilities**

Computer skills including word processing, database use, and internet required. Knowledge of media editing software required. Familiarity with Adobe software strongly preferred. Familiarity with standard office equipment and audiovisual equipment preferred. Ability to learn to operate a variety of specialized electronic and media equipment. Skill working with the public and Library staff required. Ability to communicate effectively over the telephone, in writing, and in person. Ability to read and understand written technical materials to perform production activities. Ability to understand and follow written and oral instructions under general supervision. Ability to understand, interpret, communicate, and follow Library policies and procedures. Ability to work in a team environment to deliver Library services. Ability to prepare reports and maintain records and statistics.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.*