



**CITY OF HAPPY VALLEY**  
invites applications for the position of:

## **Library Intern (Part-Time)**

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<b>SALARY:</b>	\$16.00 Hourly
<b>DEPARTMENT:</b>	Library
<b>OPENING DATE:</b>	04/11/22
<b>CLOSING DATE:</b>	04/24/22 11:59 PM

### **DESCRIPTION:**

The Happy Valley Library is seeking an energetic student to participate in a paid Library Summer Internship. This internship invites a student to discover what they're interested in within the Library, design a project to complete through the course of their internship, and work with community partners in and outside of the library. The ideal candidate will have great interpersonal skills, be flexible and customer service focused, have an interest in diverse populations, be interested in working in libraries and a sense of humor. To be considered you must be a High School Junior or Senior at time of application.

Schedule: Part-Time 12-20 hours/week. Monday - Friday with some weekend or evening events. Flexible start date around end of school year continuing through summer.

The Happy Valley Library serves more than 25,000 visitors and circulates almost 60,000 books each month, as part of the LINCC network of libraries. We are looking for service minded individuals who are familiar with a fast-paced library environment.

### **About Happy Valley:**

Happy Valley is known for its wonderful neighborhoods that have an abundance of parks, open spaces, and meandering trails. Our residents take great pride in the community and come together throughout the years at an annual Fun Run, summer concert series, 4th of July Festival, Harvest Fest, Tree lighting and many other community-driven events. As the community grows, we're building a city where family-friendly neighborhoods meet a world-class economy. Happy Valley's business community is rapidly emerging, creating vibrant centers throughout town. Happy Valley is looking to the future. Once a small community in as recently as the early 2000s, the City has rapidly developed toward being a medium-sized City for the Clackamas County area and there is a lot changing in the community and in our organization. Happy Valley has the vision and heart to be a leader in the region. As an employer, the City of Happy Valley strives to provide a collaborative working environment that allows access to all city employees, across all departments. We maintain a current technological platform for our staff to provide the most efficient services to our residents and business owners. Come and join us as we serve this great community together!

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Work with library staff on a variety of activities and outreach to the community

- Work closely with Library staff to learn about various positions in the organization and how they support each other
- Assist customers with library questions, program participation, and computer support
- Craft a meaningful library project, which will be completed through the course of the internship
- Be comfortable sharing successes, challenges, opportunities through a prepared presentation
- Work collaboratively with people from all backgrounds

## **TYPICAL QUALIFICATIONS:**

## **SUPPLEMENTAL INFORMATION:**

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

- Works primarily in an office or library environment. Outreach activities may take place outdoors.
- This position requires mobility.
- Occasionally lift and carry and heavy boxes of materials weighing up to 40 pounds.
- Manual dexterity and coordination are required over 70% of the work period while operating equipment such as computers and other standard office equipment.

Reasonable accommodations will be evaluated on an individual basis and depend, in part, on the specific requirement for the job, the limitations related to disability and the ability of the City to accommodate the limitation.

### **Pre-Employment Requirements**

- Reference Check
- Background Check

### **How to Apply**

**To be considered for this employment opportunity complete the online application and answer the supplemental questions.**

Any offer of employment would be contingent upon a criminal background check and positive references. Happy Valley is an equal opportunity and at will employer.

Please send questions about this position or selection process to Ivy Markesino, Human Resources Director at 503-886-8426 or [imarkesino@happyvalleyor.gov](mailto:imarkesino@happyvalleyor.gov).

ENGLISH: This project was made possible in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.

ESPAÑOL: Este proyecto ha sido posible en parte por el Instituto de Servicios de Museos y Bibliotecas a través de la Ley de Servicios Bibliotecarios y Tecnológicos (LSTA), administrado por la Biblioteca Estatal de Oregon.

IMLS website ([www.imls.gov](http://www.imls.gov))

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.Happyvalleyor.gov>

Position #22-007  
LIBRARY INTERN (PART-TIME)  
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16000 SE Misty Drive  
Happy Valley, OR 97086  
(503) 886-8426

[imarkesino@happyvalleyor.gov](mailto:imarkesino@happyvalleyor.gov)

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### **Library Intern (Part-Time) Supplemental Questionnaire**

- \* 1. Are you a current high school Junior or Senior?  
 Yes    No
  
- \* 2. We'd love to hear a little bit about school, activities, or anything else you think is important for us to know about you.
  
- \* 3. What is one long-term goal you have for yourself?
  
- \* Required Question