CITY OF IOWA CITY - Job Description

Identification

    Position Title: **Hourly Library Intern- Web Design**

    Job Title: IT Intern

    Department: Information Technology

    Division: Library

    Immediate Supervisor: Information Technology Coordinator

Job Summary

Under supervision of IT staff, develops database web applications, primarily in Drupal, for both public and internal websites. Works 10 hours a week during the academic year and up to 20 hours if approved during academic breaks.

Essential Job Duties and Responsibilities

Works with Library staff to **design, develop,** and **implement** web applications.

Assists with routine or minor updates to Library website.

Implements established policies and procedures regarding safety and security of patrons and fellow staff members.

Follows established department policies regarding network security and privacy.

Consistently presents the Iowa City Public Library and its collections, programs and services in a positive manner and adheres to customer services procedures and guidelines 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; reach with hands and arms; and talk and hear. The employee frequently is required to stand or sit. The employee is occasionally required to walk, climb or balance; and stoop or kneel. The employee must be able to lift boxes, equipment, and materials weighing up to 50 pounds. This employee must be able to apply up to 30 pounds of force to move or push a book cart. Specific vision abilities required by this job include close vision, color vision, and peripheral vision.

The physical demands and work environment characteristics described here are representative of

those an employee encounters while performing 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 a college level Computer Science program or a related field required. Experience with PHP or JavaScript required. Must pass criminal background check.

Preferred Education, Experience and Certification

Experience in object oriented programming, MySQL, Bootstrap, HTML5, CSS, Git, or CMS frameworks preferred. Interests in cyber security, web accessibility, or user experience preferred.

Knowledge, Skills, and Abilities

Ability to independently manage projects and creatively solve problems. Self-motivated to reach milestone goals. Ability to communicate effectively over the telephone, in writing and in person. Ability to understand and follow written and verbal instructions with minimal supervision.

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.