



CITY OF LONG BEACH

DEPARTMENT OF LIBRARY SERVICES

101 Pacific Avenue • Long Beach CA 90822 • 562-570-7500 • FAX 562-570-7408

EMPLOYMENT OPPORTUNITY Administrative Intern, Non-Career Library Studio Guide

SALARY: \$16.110 per hour

THE POSITION: The Department of Library Services is seeking interested candidates to apply for the position of Administrative Intern (Library Studio Guide) at the Library's MakerSpace. Under the direction of the Department Librarian, the Library Studio Guide assists patrons of all ages with basic to advanced questions regarding MakerSpace hardware, software, equipment, devices and research needs; provides and coordinates workshops, outreach, basic orientation and instruction for in-house and online library resources.

EXAMPLE OF DUTIES:

- Oversees daily operations of the MakerSpace;
- Assist patrons with questions, computers, devices, and library resources and services;
- Provide and assist with maintenance, troubleshooting and inventory control;
- Develop and deliver workshops for patrons and staff;
- Assist with maintaining good behavior and discipline within the MakerSpace;
- Assist patrons with software and hardware;
- Assist patrons with visual, audio and interactive resources, including editing, production and creation of digital content;
- Keep up with the latest trends and updates in software, apps and MakerSpace culture;
- Perform other duties as required.

MINIMUM QUALIFICATIONS:

- Ability to provide positive customer service to a diverse population.
- Knowledge and ability to work with various mediums including video and audio.
- Proficient with HTML5, CSS, Final Cut Pro, InDesign, Dreamweaver or similar software.
- Strong interpersonal and communication skills and the ability to learn new technologies.
- Strong content creation skills (storyboarding, editing, production).
- Ability to stand, walk, stoop, climb, push/pull/lift up to 40 pounds.

DESIRABLE QUALIFICATIONS: Bilingual ability in English/Spanish or English/Khmer. Technical certificates that emphasize digital media. Associate's or Bachelor's degree from an accredited college or university. 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 or online at www.lbpl.org. Completed applications should be returned to any Long Beach Public Library or Main Library Administration by **4:30PM Friday, September 5, 2014**. Interviews will be scheduled shortly thereafter.

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.

16. **EXPERIENCE:** Begin with your most recent job. List separately each position held even with the same employer. Include volunteer work. Resumes WILL NOT be accepted in place of a completed application.

From (month & year)	Title of your present or most recent position	Organization Name
To: (month & year) Present	Duties performed	Number and Street. City State
Total time: Yrs. Mos.	Did you supervise? If yes, how many?	Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary		
From (month & year)	Title of your present or most recent position	Organization Name
To: (month & year)	Duties performed	Number and Street. City State
Total time: Yrs. Mos.	Did you supervise?. If yes, how many?	Employer's Business
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed.
Salary		
From (month & year)	Title of your present or most recent position	Organization Name
To: (month & year)	Duties performed	Number and Street City State
Total time: Yrs. Mos.	Did you supervise? If yes, how many?	Employer's
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed
Salary		
From (month & year)	Title of your present or most recent position	Organization Name
To: (month & year)	Duties performed	Number and Street City State
Total time: Yrs. Mos.	Did you supervise? If yes, how many?	Employer's Business Publishing
Hours each week		Reason for leaving: <input type="checkbox"/> Still employed Yes
Salary		

Certificate of applicant: I certify that all statements on this application are true and complete. I understand that any false or incomplete information may subject me to disqualification from employment with the City of Long Beach.

Signature _____ Date _____

SPECIAL SKILLS AND SUBJECT SPECIALIZATION:

Computer Programs: _____

Others (list): _____

Languages Spoken: _____

Read: _____

REFERENCES: Give names of three responsible persons, NOT relatives or friends, who know you. We prefer former employers, supervisors, or teachers.

Name	Address	City	Zip Code	Phone #	Occupation

Will you accept: Part Time work? _____

Are you available to work: Evenings? _____ Saturdays? _____ Sundays? _____

Do you possess a valid driver's license? _____ Number: _____

Please sign your name as you wish it to appear on all records:

I FIRST LEARNED OF THIS JOB OPENING THROUGH: (Check only one)

_____ Library Website

_____ The City of Long Beach Civil Service Department

_____ A Neighborhood Facility Center bulletin board _____
(please specify center)

_____ Personal contact with a library employee

_____ An organization or group (please specify) _____

_____ An advertisement in a newspaper or magazine _____
(please specify)

_____ Other means (please specify): _____

STUDIO GUIDE– NON-CAREER

SUPPLEMENTAL APPLICATION

Name _____

INSTRUCTIONS: The purpose of this supplemental application is to derive more specific information about the qualifications of applicants for this position with the City of Long Beach. This form will serve as the basis for qualifying candidates. Please print or type your responses on a separate sheet.

Both the application and supplemental application must be completed. (Resumes will be accepted, but may NOT be submitted in lieu of the completed supplemental application.)

Be sure to focus on specific jobs and duties that demonstrate your qualifications for the Learning Guide position.

1. Describe your experience working with technology and the arts.
2. Describe your knowledge in the following areas:
 - a. 3D printing
 - b. Delivering Workshops
 - c. Working with youth

CITY OF LONG BEACH – JOB APPLICANTS

In compliance with the Immigration Reform and Control Act of 1986, the City of Long Beach requires ALL newly hired employees to show proof of their legal right to work in the United States. At the time of hire, new employees must present original documentation (photocopies are not accepted) to establish both work authorization and identify. Documentation must be either:

A. A single document which establishes both employment authorization to work and the identity of the individual. Examples are:

- U. S. passport
- Certificate of U. S. citizenship
- Unexpired foreign passport with work authorization stamp
- Alien registration card

OR

B. One document evidencing authorization to work. Examples are:

- Social Security card (other than one that specifies that employment is unauthorized)
- U. S. birth certificate (original or certified copy)
- Unexpired re-entry permit
- Unexpired Refugee Travel document
- Certificate of Birth issued by State Department

AND

B. One document establishing identity. Examples are:

- Driver's license with photograph
- Other state-issued identification document found acceptable to the Attorney General.

New employees must also complete and sign an "Employment Eligibility Verification" form (I-9) attesting to their legal right to work and the genuineness of the documents presented. All job offers made by the City are contingent upon establishing proof of an individual's right to work in the United States.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

VOLUNTARY SELF-IDENTIFICATION

CITY OF LONG BEACH HUMAN RESOURCES AND AFFIRMATIVE ACTION DEPARTMENT

The information requested is voluntary and will only be used to determine compliance with federal law. It will not affect consideration of your resume, which will be separated from this form and processed separately. Your voluntary cooperation will be appreciated.

NAME: _____ DATE _____
(Please print)

POSITION APPLIED FOR: _____ DEPARTMENT: _____
(Please print) (Please print)

AGE: 40 or older Other

HANDICAP: Yes No

If "yes", explain _____

SEX: Female Male

ETHNIC CATEGORY:

White Black Hispanic Asian or Pacific Islander American Indian or Alaskan Native

"WHITE": Includes all non-Hispanic or non-Black persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

"BLACK": includes all non-Hispanic persons having origins in any of the Black racial groups of Africa.

"HISPANIC": includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race.

"ASIAN OR PACIFIC ISLANDERS": includes all persons having origins in any of the original peoples of the Far East, Southeast Asian, the Pacific Islands, or the Indian subcontinent. This area includes China, Japan, Korea, Samoa, and the Philippine Islands.

"AMERICAN INDIAN OR ALASKAN NATIVE": includes all persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.