

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Intern – Community Relations**  
Dept: **Community Relations**  
Reports to: **Public Relations Specialist**  
Effective Date: **Revised January 2019**

Job Code Number: **10916**  
Grade Number: **Min Wage**  
FLSA Status: **Non-exempt**

General Position Summary:

Prepare press releases for distribution. Complete other tasks as assigned.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. From material provided by the supervisor, lay out and prepare documents for the media that describe upcoming library events.
2. Prepare press releases for distribution to the media.
3. Maintain records of completed press releases.

Secondary Duties:

1. Perform other related duties as required or as assigned.

Core Competencies:

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn about differences.

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Ethics, Values and Judgement**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization's values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and Technical Knowledge**

Demonstrates proficiency in professional and technical skills and/or knowledge in position-

related areas; purposely keeps up with current developments and trends in areas of expertise, in order to better foster personal success and connections for others.

### **Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

### **Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

### **Work Quality**

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- High school diploma or GED equivalent, with two years of college or vocational education in community or public relations or related field.
- Requires current matriculation in a vocational school, college or university with a major in community or public relations, or related field.
- No prior work experience is required.

## SPECIAL REQUIREMENTS

None

## PHYSICAL DEMANDS

While performing the duties of this job, the employee is changing tasks depending upon the shift and will in most cases occasionally stand and walk and up to constantly sit. Will occasionally reach up or down and frequently reach out. Constantly using hands in conjunction with finger use and up to frequent keyboarding, this handling or keyboarding may be repetitive up to frequently. May operate foot controls up to occasionally. The employee will seldom lift up to 35 lbs. Employee will seldom push/pull carts and wheeled equipment with light force.

## WORK ENVIRONMENT

Work is performed indoors in a normal office environment.

### Advancement Possibilities:

Community Relations Technician Graphics Technician  
Community Relations Specialist Communications Specialist

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR