

Local history/Reference Librarian

Reports to: Library Director

Department: Library

Position Control No.:

Exempt Non-Exempt

Full Time Part-Time Seasonal

Department Head Approval: Beth Ryker Steiner Date: 05/09/2016

JOB SUMMARY:

The Local History/Reference librarian is responsible for performing research, locating information and finding requested local history materials. He/she will also provide general reference and reader's advisory services to the public and will assist patrons at the reference desk.

ESSENTIAL FUNCTIONS:

1. The Local History/Reference Librarian assists patrons of all ages and backgrounds with locating information on a wide variety of subjects by email, phone or in person.
2. Organizes, preserves, and maintains local history collections, archival collections and the vertical files.
3. Assists in the development and administration of grant proposals for enhancement or preservation of local history collections and programs.
4. Assists patrons in the use of library equipment to include the on-line catalog, personal computers, microfilm and microfiche readers, printers and copiers.
5. Develops and administers oral history initiatives.
6. Evaluates, weeds, reviews, and recommends selection of library materials and electronic resources.
7. Prepares bibliographies, information directories, information pathfinders, website and social media content, and in-house displays.
8. Provides reader's advisory assistance and develops/coordinates programming related to local history and topics of local interest.
9. May develop and give programs or speeches to library patrons or local organizations.
10. Coordinates local history efforts with local organizations, and may work on joint local history projects with local museums, historical organizations, or other archivists.
11. Performs other duties as assigned.

May be required to work one evening per week and approximately one Saturday per month. .

Work is typically performed indoors. Physical effort involves standing or sitting for periods of time, and reaching, bending or stretching, with some exposure to dust and mechanical and electrical hazards. Must be able to lift up to 50 pounds.

QUALIFICATIONS:

1. Masters Degree in Library Science from an ALA accredited university or college.
2. Ability to communicate effectively both orally and in writing with the public, staff, vendors, city staff and professionals from other libraries.
3. Ability to organize and administer resources for maximum efficiency.
4. Knowledge of Library computer services, Internet and electronic resources, and Microsoft Office Suite.
5. Ability to organize and administer resources for maximum efficiency.
6. Strong attention to detail.
7. Ability to work efficiently without direct supervision.
8. Desirable, but not required: Public library experience.
9. Desirable: Graduate coursework or experience in preservation, local history and/or archives.

PHYSICAL REQUIREMENTS:

1. Must be able to lift 50 pounds.
2. Must be able to sit for extended periods of time.
3. Must be able to reach, bend, and stretch.
4. Ability to tolerate some exposure to dust.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No _____

Signature

Date