

JOB DESCRIPTION



Capital Area District Library
www.cadl.org

Position: Local History Librarian

Range: P2 (Exempt) (Union)

Reports to: Head of Community Partnerships

Supervises: None

Revised: 10/13

JOB SUMMARY

Supervises the operation of the Forest Parke Memorial Library and the Local History Collections at the Branch Libraries within CADL. Responsible for local history; reference, conservation and preservation of materials at all CADL Branches. Develops and maintains assigned library collections; provides one-on-one and group training for library patrons and staff. Also performs professional work in reference, collection development, reader's advisory service, acquisitions, or other specific fields. May supervise the work of volunteers and support staff. Works under the supervision of the Reference Head.

DUTIES AND RESPONSIBILITIES

1. Supervises the operation of the Forest Parke Memorial Library. Recruits, trains, and supervises volunteers who catalog and digitize photos, print materials as well as voice recordings. Works in the Local History Collection at least 10 hours per week.
2. Develops and maintains the Capital Area District Library's local history collections at the Branch Libraries and at the Forest Parke Memorial Library using accepted conservation and preservation treatments.
3. Assists organizations, groups, and individuals with their local history and archive needs. Instructs patrons in the use of the local history collections and conducts group tours.
4. Plans, directs and/or implements special projects involving the promotion of the Capital Area District Library local history collections.
5. Provides advisory service on local history and archives to Branch Libraries. Fills requests from Branch Libraries for information, programs, materials or other resources.
6. May schedule, assign, supervise, and monitor the work of contract employees hired with grant funds, volunteers, as well as regular library support employees.
7. Pursues grant funding for the processing, conservation, and imaging of the local history collection.
8. Assists patrons with their library needs. Provides quick reference, detailed research, and reader's advisory assistance. Uses information resources including print, microform, on-line databases, the Internet, etc. to fill requests. Works at the Downtown Library Reference Desk approximately 8 hours per week.
9. Explains library policies and procedures to the public.
10. Other duties as assigned.

*Local History Specialist Job Description
Page 1 of 2*

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

JOB REQUIREMENTS

- Possession of a Master's Degree in Library Science or its equivalent from an ALA accredited institution.
- Possession of a Michigan Librarian's Professional Certificate.
- This is an entry level position, no previous experience is required.
- Completed a course of study in Archival Studies at an accredited institution.
- Certification as an Archivist is desired but not a requirement.
- Familiarity with concepts related to the management of archives.
- Knowledge of the principles of archival administration.
- Experience processing archival collections and preparing financial aids.
- Familiarity with concepts related to archival management of electronic records.
- Knowledge of emerging technology trends related to digital collections.
- Familiarity with digital preservation practices.
- Thorough knowledge of reference materials and commercial databases.
- Ability to use computers and to utilize computer databases.
- Knowledge of library organization, materials, services, and policies and procedures.
- Effective written and oral communication skills.
- Ability to organize and supervise the work of assigned staff.
- Ability to establish and maintain effective working relationships with co-workers, staff of other libraries, and the public.
- Ability to conduct oneself with tact and courtesy.
- Be physically able to perform the essential functions of the job with or without reasonable accommodation.
- Successful completion of a one year probationary period.