

Archivist

Pay Grade: Rate as scheduled
The position offers PTO and insurance benefits

Hours: Full time position
2,080 hours a year (averages 40 hours a week as scheduled)
May include evening and weekend hours

Department: Local History Department

Job Mission: To supervise, direct and maintain the Local History Department and to provide program planning, reference and research assistance to patrons, and preservation of the collections

Job Requirements:

1. Successful experience working in library systems or archives
2. Enrollment in or successful completion of a Master's degree in Library Science from an ALA accredited program or Master's degree in Public History
3. Strong written and oral communication skills with knowledge of various communications styles
4. Experience in supervision, scheduling and training Library staff and volunteers
5. Experience with use of Microsoft Office products, including Teams
6. Experience using integrated library software
7. Ability to perform routine and assigned duties while being under indirect supervision and/or while working alone
8. Ability to work with Library staff to create displays and programs
9. Ability to work weekends and evenings as assigned
10. Ability to work with staff members in both structured and unstructured environments
11. Possess exceptional organizational skills and be detail oriented
12. Broad knowledge of the library's patron demographics and ability to show respect and sensitivity for cultural differences; convey an interest in diverse backgrounds and perspectives
13. Ability to physically move up to 50lbs
14. Superior customer service skills

Job Description:

1. Maintain, supervise and schedule staff or volunteers for Local History desk
2. Oversee, the acquisition, condition appraisal, processing, and organization of Local History materials
3. Enforce the preservation and maintenance Local History materials including digitization
4. Organize, coordinate and utilize finding aids to make Local History materials accessible to staff and patrons
5. Train new staff and provide continuing education for current staff
6. Coordinate and maintain all appropriate departmental reports
7. Plan for and execute the Local History department's collection development and maintenance

8. Perform general reference and research activities in-person, over the phone and/or through electronic means
9. Provide training for staff or patrons on the usage of library resources as needed
10. Assist in the creation of in-house materials including signs, flyers or other print or electronic materials
11. Plan, develop, promote, and execute pertinent library programming and services to meet the informational, and educational needs of community members/patrons
12. Provides input to the library's administrative team regarding areas of public interest
13. Work directly with the programming committee and staff in general in promoting Library activities, events, and displays for the public
14. Assist in providing answers for directional questions
15. Assist with maintaining materials in proper order on the shelves (read the shelves) and maintain the condition of the shelves (dust/clean, straighten, etc.)
16. Assist in maintaining patron behavior
17. Keep library building neat and in good order, including but not limited to dusting, cleaning computers, wiping down tables, sweeping, and emptying trash cans
18. Assists with departmental opening and closing duties
19. Perform other committee, departmental and Library duties as assigned by the Director

Updated 08/2024