



Starkville-Oktibbeha County Public Library System Job Description – Local History and Genealogy Librarian

Job Title: Local History and Genealogy Librarian

Supervisor: Director

Direct Reports: Interns and volunteers in Local History and Genealogy

Job Summary

The Local History and Genealogy Librarian is responsible to the Starkville Public Library for the administration of the Local History Collection, for assisting the public with historical and genealogical research, managing LH&G assistants; performs all other duties assigned by Assistant Director and/or Director.

Key Responsibilities

- Providing reference service with specific emphasis on local history and genealogy questions to patrons in person, by phone, and by email or letter, as well as to agencies outside the library;
- Choosing materials to add to the LH&G collection, as the department budget permits;
- Developing and maintaining special collections, such as oral histories, photo collections, postcard collections, etc.;
- Maintaining and expanding local vertical file collection;
- Seeking and evaluating gifts to the collections, as well as processing new collections or working with volunteers or other staff to do so, and acknowledging donors;
- Discarding unneeded materials and reporting such items to Director and/or Assistant Director;
- Handling requests for materials not available in system collections by ordering or submitting ILL requests as appropriate;
- Tracking usage of department collections and reporting to the Assistant Director;
- Increasing visibility of the System and department by speaking to community organizations, classes, governmental entities, etc. and by writing about collections when opportunities arise;
- Participating in community events;
- Training and supervising LH&G staff and volunteers;
- Overseeing equipment, arranging for supplies and service, recommending equipment purchases when needed;
- Other duties as necessary;
- Ability to exercise judgment in non-routine situations;

Core Competencies

Work Ethic: Is productive, diligent, conscientious, punctual and efficient; abides by and enforces policies and procedures; participates in professional development activities.

Service Orientation: Seeks to understand the needs and expectations of patrons; strives to meet or exceed the needs; treats patrons with respect, responding to requests in a professional manner.

Communication: Concisely and accurately answers questions, explains or conveys information to the public and subordinates; demonstrates effective oral and written communication skills.

Self-Management Skills: Effectively manages emotions and maintains a positive attitude; works effectively and cooperatively with others; manages time wisely; prioritizes tasks appropriately and effectively multitasks.

Customer Relations: Understands the mission of the library and applies this while dealing with patrons; communicates the importance of library services to the public; treats all patrons with courtesy and respect; projects positive image of the library.

Library Technology: Proficient in operating computer equipment and utilizing various software programs; proficient in electronic search techniques in the library catalog, online databases and the Internet; proficient in operating other office technology including FAX, copier, printer, etc.

Professional Maturity: Manages conflict and diffuses situations; knows when to refer an issue to the appropriate management level or when to notify policy or emergency services; maintains confidentiality.

Working Conditions

Bachelor's degree or equivalent library experience; training or background in genealogical research; proficient with general office computer applications; ability to work with the public and with outside groups. Occasional evenings and Saturday work required; continual and demanding contact with the public; may work alone, all day, for consecutive days in a branch. Tasks may be repetitive and may require sitting or standing for long periods; ability to work both independently and as part of a team; must deal with mathematical computations and money. Tasks may require attention to detail; must work with all age groups from toddlers to senior citizens; will have to use step stools, book trucks, vacuums, and dollies; will have to lift upwards of 50 pounds; may encounter dusty situations and climate control may not always be available.

Physical Demands

Locate and obtain books and materials throughout the library of a wide variety of shapes and sizes; stand or sit at a computer workstation for extended periods of time (high manual dexterity, limited movement or change of position); reach library materials at high and low levels (bending, stooping, squatting, twisting, turning, and reaching above head using a stool required); use of repetitive motion of hands and arms; push fully loaded book carts across the library room, lift and carry materials which may weigh up to 45 lbs. (boxes of books, equipment, furniture), push/pull up to 100 pounds (on dollies or wheeled book carts) and do speed work with hands and forearm rotation; visual acuity needed to read computer screens, library material spine labels, etc.; may be exposed to dust and changes in temperature.

Disclaimer

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities to do the job. Rather they are intended only to describe the general nature of the job.