



### **LOCAL HISTORY AND GENEALOGY LIBRARIAN**

**Service Area:** Information and Outreach Services  
**Reports to:** Information and Outreach Services Coordinator  
**Pay Grade:** Non-exempt; Grade 7, starting at \$28.76 per hour

Under the general supervision of the Information and Outreach Services Coordinator, the Local History and Genealogy Librarian will specialize in collecting, archiving, and maintaining resources on Fond du Lac County history and genealogy. Additionally, Adult Services Librarians are responsible for fostering community partnerships; developing programs for adults; answering reference, technology and readers' advisory questions; managing the library's collection of materials and electronic resources for adults; and monitoring trends in technology.

The essential duties listed below are not meant to be all inclusive; other tasks may be assigned. All library employees are expected to work a flexible schedule, including nights and weekends.

#### **Essential Tasks**

1. Coordinate long term projects and develop local history resources (e.g. digitization of local resources and development of local history resources).
2. Act as a local history expert and genealogical expert in local resources and materials.
3. Develop successful and well-attended programming for adults, utilizing library staff and community experts.
4. Establish and maintain community partnerships on behalf of the library. Attend community events on behalf of the library.
5. Answer reference questions, assist customers with technology and provide readers' advisory guidance.
6. Select, display and withdraw adult materials as assigned. Collect, create, and archive local history and genealogical resources.
7. Develop pathfinders, bibliographies, instructional materials, articles, etc., to promote library collections and services.
8. Lead and participate in project teams and committees (e.g. City Wellness Team, Money Smart Week community planning, website redesign, etc.).
9. Monitors the conditions of the adult service area and the security of the library collection.

#### **General Provisions of All Librarians**

1. Provide exemplary customer service with courtesy, respect and patience.
2. Maintain a high level of professionalism at all times. Exercise sound judgment daily and during times of stress or emergency.
3. Communicate clearly in writing and speaking.
4. Work cooperatively and effectively with others.
5. Adapt easily to change and remain flexible under changing circumstances.

6. Establish working relationships and act as a liaison with vendors, community groups and professional organizations.
7. Assist in long-range planning and service development of the library.
8. Monitor library services, workflow, environment and community to suggest improvements and innovations.
9. Participate in a variety of operational and support duties in specific departments, such as preparing statistical reports or assisting in the preparation of the annual budget.
10. Actively participate in professional development through continuing education activities. Stay abreast of new technology as well as trends and innovations in librarianship.
11. Address disruptive patrons as needed.

### **Minimum Qualifications and Requirements of the Position**

#### **A. Knowledge and Skills**

1. Knowledge of current trends in curating local history and genealogy collections.
2. Knowledge of standard reference services and practices.
3. Ability to evaluate information quickly and accurately while paying close attention to detail.
4. Must be highly computer literate with mastery of internet searching skills, Microsoft Office and Google Drive products. Must be conversant in technology trends.
5. Ability to teach basic computer skills, navigation and use to people of all abilities.
6. Knowledge of common collection development reviewing sources and weeding guidelines.
7. Ability to maintain professionalism, respect and patience.
8. Ability to consider community needs and apply creative solutions to meet those needs.
9. Ability to communicate effectively, orally and in writing
10. Ability to work well as part of a team and establish mutually supportive working relationships.
11. Maintain a positive and achievement-oriented attitude.
12. Knowledge of basic office and library equipment (including, but not limited to, microfilm readers, e-readers, emerging technology, etc.)

#### **B. Education, Licenses, and Certifications**

American Library Association (ALA) accredited Master's Degree or equivalent combination of library experience and education

#### **C. Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit at a computer for extended periods. The employee is frequently required to stand; walk; use hands to feel; talk and hear. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds, push and pull wheeled carts, and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Equipment Used**

1. Standard office equipment, including, but not limited to computers, printers, peripherals, photocopiers, multi-line telephone
2. Microfilm machines and scanners
3. Book carts, stepstools
4. Other library and accessibility equipment as needed
5. Emerging technology

**Environmental and Working Conditions:**

In the library with occasional programming throughout the community in various settings and businesses.