



Adult Services Local History Librarian

Starting Pay Range: \$14.54 – \$20.29 per hour, commensurate with experience

Status: Regular Part-Time, Non-Exempt

Schedule: 20-25 hours per week, including some evening and weekend hours

Benefits: Paid Time Off; Retirement Plan

The mission of Cooper-Siegel Community Library is to cultivate a community of lifelong learners. The Library provides a high-quality collection of books, media, and subscriptions as well as engaging programs and friendly customer service to serve the educational, cultural, professional and recreational needs and interests of our patrons. The Adult Services Local History Librarian role is critical to achieving this mission.

Under the direction of the Head of Adult Services, the Local History Librarian is responsible and accountable for the following duties:

Programs and Services

- Manages the development and maintenance of the Library's local history collections in print and digital formats.
- Makes local history collections accessible to individuals and organizations through the development and maintenance of catalogs and finding aids and the digitization of the collection.
- Pursues grant funding for the processing, conservation and imaging of the local history collection.
- Plans and presents educational programs and workshops focusing on the local history collections.
- Designs displays, programs and services for our community with a focus on local history, archives, manuscripts and born-digital content.
- Engages the community in the creation, sharing and retention of community-born digital collections.
- Trains, supervises and schedules volunteers for our Digitize It Yourself (D.I.Y. Lab), and assists patrons in the use of the Lab.
- Maintains statistical information on the use of local history resources.
- Establishes good relationships with local historical societies and other genealogical groups.
- Performs professional work in reference, collection development and readers' advisory.
- Instructs patrons in the use of the online catalog, websites, reference sources and databases and various software programs. Assists patrons in resolving technology-based questions.

- Keeps informed of professional and technological development through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.
- Other duties as assigned.

Facilities Management

- Maintains a safe, clean, and cost-efficient environment that meets the needs of the staff and patrons.
- Monitors public usage of the library.

Required Education and Experience

- Master's degree in Library Science which includes a declared focus and/or concentration in Archival Studies from an ALA accredited university
- 1-3 years working in a public library setting
- Experience with digitization equipment such as flatbed scanners, A/V conversion equipment, and cloud-based data storage (i.e. Google Drive or Dropbox)
- Experience with digitizing and cataloging photos and documents preferably using Islandora

Required Skills, Knowledge and Abilities

- Working knowledge of archival methods and handling of documents
- Thorough knowledge of professional library principles, public reference service expertise and an understanding of public library operations
- Knowledge of library technology, systems, products and delivery
- Ability to work well under pressure, prioritize projects and detail/deadline oriented
- Excellent interpersonal, communication and organizational skills
- Ability to develop and maintain a positive working relationship with fellow employees, supervisors and the general public
- Excellent writing and computer skills including social media
- Working knowledge of Microsoft Office suite
- Willingness to be helpful and pursue questions and problems

Required Behavioral Competencies

- Focused on customers
- Integrity and trustworthiness
- Composed
- Patient with people and processes
- Good decision-maker
- Copes effectively with ambiguity and change
- Problem solver

Physical Requirements and Work Environment

- This position requires frequently walking, sitting, bending, stooping, crouching, kneeling or crawling, standing for long periods, and using hand or fingers to manipulate, touch or handle.

- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 65 pounds.
- The work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal suburban setting.

Tools and Equipment

- Computer
- Copier
- Printer
- Flatbed scanner and software
- Audacity or other audio editing software
- Hand held scanner
- Merchant services software

Additional Comments or working conditions not listed above.

Qualified candidates must provide clean PA Child Abuse, PA Criminal History and FBI Fingerprinting clearances upon offer of employment.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Applications for this position will be accepted until 5:00 p.m. on December 3rd. Please submit a cover letter, resume and contact information for three professional references to Kelley Beeson, Head of Adult Services, at beesonk3@einetwork.net. No phone calls please.