

TITLE **LOCAL HISTORY SPECIALIST**

JOB CLASSIFICATION Grade 320, Specialist Tier, Exempt

HOURS Full time (40 hours per week). Evening and weekend hours required on a rotation basis and as needed. Required to adapt to future schedule changes, given departmental and library-wide needs.

REQUIREMENTS

Education/Experience

Master's degree in Library Science from an American Library Association accredited university required. One to three years of public service library experience preferred, with an emphasis in local history and special collections essential.

Knowledge/Skills

Thorough knowledge of principles, theories and concepts of library science, as well as of standard print and online reference resources is required. A broad knowledge base of cultural literacy is essential. Comfort, familiarity and basic usage skills for new information technologies, as well as strong written, verbal, customer service and interpersonal skills are required. Ability to communicate and function effectively in a team-oriented environment is critical.

Working Conditions

Works primarily in the library. Travels to occasional meetings and speaking engagements outside the library. Lifts and moves light library materials and equipment.

REPORTS TO Adult Services Manager

POSITION(S) SUPERVISED None

BRIEF DESCRIPTION

BASIC SUMMARY

Westlake Porter Public Library's mission is “. . . to educate, empower, enlighten, and excite by serving as premier knowledge provider, a family activity center, and Westlake's information and community commons.” **This position assists in accomplishing that mission by: 1. researching, developing, collecting and expanding the services provided to the public in the area of local history; 2. assisting patrons in determining their alternatives, locating materials or information, and understanding how to use the materials, equipment and processes in the library; and 3. providing accurate, timely information, materials and referrals in a courteous and expedient manner.**

ESSENTIAL POSITION DUTIES**Local History****50%**

- **Collection Development**

Oversees the Local History Collection Development of print, audio/visual and electronic resources for our patrons. Maintains a quality collection through appropriate selection of new materials from a variety of resources, the preservation of the materials utilizing archival skills, and thorough weeding. The collection includes a variety of city government materials, as well as items donated by community citizens and organizations. Responsible for the digitization of materials upon acquisition.

- **Programs and Services**

Develops, plans and implements Local History programs through continuous community analysis, observations and objective needs assessment. Maintains the Local History area as a community learning environment.

- **Marketing and Community Outreach**

Aggressively markets the Local History Collections and Services. Facilitates both internal and external communication and public relations for Local History programs and services through all available print, non-print and electronic means. Arranges for in-house marketing through displays, printed materials, signage, web page visibility and utilization of other marketing tools. Develops partnerships and working relationships with community groups, such as the Westlake Historical Society.

Shares program updates, current newsworthy items, and new trends with the Reference Department and the entire library staff, advocating for the Local History area, ensuring the effective utilization of the services provided, and promoting the creative exchange of information and ideas.

- **Project Planning and Implementation**

Utilizes project management skills to help plan, implement and coordinate complex or multi-faceted Local History projects such as the digitization of materials, program funding and development.

General Reference**45%**

- **Public Service/Customer Service**

Assists library patrons in locating materials or information to meet their informational needs. Instructs individuals in the use of the public catalog, library materials and equipment, and in library policies and procedures. This may be on a one-to-one or group basis, including school visits and other tours.

Ensures provision of polite, attentive, exuberant customer service to patrons using the Reference area and its services. Models and reinforces excellent customer service skills. Handles patron suggestions and complaints in the Reference area in the absence of the department manager. Refers incidents when appropriate and necessary.

- **Readers' Advisory**

Provides readers' advisory services by recommending appropriate reading materials to patrons. Serves as an advocate for Reference by encouraging the utilization of available resources provided by the department.

- **Administration**

Supports the overall mission of the Library, as well as that of the Board of Trustees, with the administrative priorities of the library. This includes fulfilling planning responsibilities, maintaining statistics and reports, submitting budget needs requests, implementing expenditures in an efficient and accountable manner, and utilizing objective, analytical, problem-solving and consensus-building skills to contribute to decisions affecting both the Reference department and overall library services.

Other-LIC**5%**

Serves as a Librarian-in-Charge in the absence of the Director, Assistant Director, or other senior librarians. Duties include responsibility for opening and/or closing of the library building, handling patron complaints, handling and reporting unusual incidents, dealing quickly and effectively with security and safety issues and emergencies, and handling crisis situations and media encounters.

Communications and Teamwork**Ongoing**

- Serves as a positive member of the Reference Team to initiate, maintain and/or implement effective, efficient innovative, customer-oriented service to the public and to other library staff members.
- Keeps informed of library activities and policies by attending general staff meetings, attending and helping to plan regular department meetings, and by participating in other workshops or training offerings when appropriate and as requested or required.
- Performs miscellaneous related additional duties as needed by the library and assigned by the department manager.

PHYSICAL DEMANDS CHECKLIST**PHYSICAL STRENGTH FACTORS:**

Lifting ☒ Yes ☐ No
 Pushing ☒ Yes ☐ No
 Pulling ☒ Yes ☐ No
 Carrying ☒ Yes ☐ No
 Reaching ☒ Yes ☐ No
 Gripping ☒ Yes ☐ No
 Does job require reaching above shoulders?
☒ Yes ☐ No
 Does job require reaching to floor level?
☒ Yes ☐ No

If yes, list maximum weight: 20 pounds

PHYSICAL MOBILITY FACTORS:

Throwing ☐ Yes ☒ No
 Sitting ☒ Yes ☐ No
 Standing ☒ Yes ☐ No
 Walking ☒ Yes ☐ No
 Climbing ☒ Yes ☐ No
 Stooping/Bending ☒ Yes ☐ No
 Crouching ☒ Yes ☐ No
 Kneeling ☒ Yes ☐ No
 Crawling ☐ Yes ☒ No
 Twisting ☐ Yes ☒ No
 Balancing ☐ Yes ☒ No

SENSORY/PERCEPTUAL FACTORS:

HEARING:
 Conversation ☒ Yes ☐ No
 Sounds ☒ Yes ☐ No
VISION:
 Far ☒ Yes ☐ No
 Near ☒ Yes ☐ No
 Color ☐ Yes ☒ No
 Depth ☐ Yes ☒ No
PERCEPTION:
 Spatial ☒ Yes ☐ No
 Form ☒ Yes ☐ No
 Feeling ☒ Yes ☐ No

WORK ENVIRONMENT:

Inside Work ☒ Yes ☐ No
 Outside Work ☐ Yes ☒ No
 Hot/Cold ☐ Yes ☒ No
 Fumes ☐ Yes ☒ No
 Traveling ☒ Yes ☐ No
 Working Alone ☒ Yes ☐ No
 Working in a Group ☒ Yes ☐ No
 Interacting with the Public ☒ Yes ☐ No

HAZARDS:

Machines ☒ Yes ☐ No
 Electrical ☒ Yes ☐ No
 Sharp Tools ☐ Yes ☒ No
 Slippery floors ☒ Yes ☐ No
 Congestion ☐ Yes ☒ No
 Heat/Cold ☐ Yes ☒ No
 Dust/Vapor ☐ Yes ☒ No

OPERATE:

Equipment ☒ Yes ☐ No
 Telephone ☒ Yes ☐ No
 Computer ☒ Yes ☐ No

ACCESSIBILITY FACTORS:

Doors ☒ Yes ☐ No
 Aisles ☒ Yes ☐ No
 Tables ☒ Yes ☐ No
 Telephones ☒ Yes ☐ No
 Staff Room ☒ Yes ☐ No
 Bathrooms Public ☒ Yes ☐ No
 Drinking Fountain ☒ Yes ☐ No
 Parking ☒ Yes ☐ No