

# Chatham Area Public Library District

## JOB DESCRIPTION

Title: Reference and Local History/Genealogy Librarian

Title of Supervisor: Library Director

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### *Duties: Reference (20 hours)*

- Answers readers advisory and reference questions for patrons
- Provides extended reference assistance through appointments with patrons who need help with technology or library services
- Assists with collection development in the Reference, Fiction and Non-Fiction and with Interlibrary loan requests
- Maintains S.I.L.O. periodical records and keeps magazine files up-to-date
- Leads the *Outer Edge*, the sci-fi/fantasy book club
- Help patrons retrieve digital library materials through their electronic devices
- Generates awareness and creates learning tools for our library and its services (via social media, screen capture, and video)
- Provides Notary and Proctoring services
- Assists in other departments as needed

### *Duties: Local History / Genealogy (20 hours)*

- Organizes and preserves existing local Chatham area archival materials for the collection
- Evaluates and selects new and existing local history and family history materials for addition to or deletion from the collection
- Actively seeks new local history donations from community
- Assesses user needs, assists them in making effective use of the collection, and answers reference questions
- Assists in developing policies and procedures to maintain the collection and provide effective service
- Operates and assists with maintenance of computer, microfilm and other equipment.
- Acts as principal liaison with the Friends of Genealogy and the Local History digitization project
- Provides displays, organization of materials and suggests changes and/or purchases in the Opal Lee Chatham Local History / Genealogy Room
- Functions as member of a team striving for excellence in provision of Library services
- Is knowledgeable in technology used in genealogy research and digitization (book scanner, film scanner, text recognition, photo editing)
- Creates records in Chatham Library's local history digital database at [archive.chathamlib.org](http://archive.chathamlib.org)
- Generates awareness for collection on social media and in the local paper

## POSITION QUALIFICATIONS

*Knowledge, Skills and Abilities:*

- Master's in Library Science or Public History preferred
- Collection development principles for archival, local history, and family history management
- Principles and practices of archival and local history cataloging, preservation, and organization
- Theory, principles and practices of library services, organization and procedures
- Reference sources and research techniques in archival and local history materials using print, media, electronic databases and the Internet
- Principles and practices of positive and effective public relations and customer service
- Thorough knowledge of services, programs and materials available throughout a public library
- Knowledge of and ability to provide reference services, including understanding of research method and organization of information
- Wide breadth of reading knowledge and experience, including adult, young adult and children's material
- Ability to manipulate computers and large databases
- Detail oriented work habits
- Computer knowledge, including the most recent Microsoft Office Suite
- Highly developed interpersonal and public relations skills; including ability to satisfy patrons' needs and to develop and maintain positive working relationships with the public, library staff and Director

**PHYSICAL DEMANDS**

- Primarily sedentary work, but also requires standing, walking, stooping or crouching, kneeling, crawling, balancing, reaching, pushing, grasping, hearing and talking
- Requires the ability to exert up to 20 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects
- Requires clarity of vision at 20 inches or less with the ability to adjust the eye to bring objects into sharp focus as well as clarity of vision at 20 or more feet. Must also be able to identify and distinguish colors