



**JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY**

Job Title:	Local History and Genealogy Librarian
Department:	Public Services [Indiana Room]
FLSA Status:	Non-Exempt
Employment Status:	Full time
Pay Grade:	326
Supervisor's Title:	Public Services Manager
Last Revision:	August 2022

Job Summary: The Local History and Genealogy Librarian plans, coordinates, and presents local history and genealogy programming, services, and reference assistance to library customers. Collaborates with the Collections Services Manager on collection development decisions for the Indiana Room.

Essential Job Duties:

1. Assist customers with researching local history or genealogy records. Helps locate information resources for customers and gives suggestions for the research process. Provides customer assistance in-person and by phone, chat, email, and mail.
2. Assists customers in using the integrated library system [ILS], computers, digital technology, and other library equipment.
3. Plans, coordinates, and conducts local history and genealogy programming. Promotes library programs and services during customer interactions.
4. Performs collection development duties for the Indiana Room under the direction of the Collection Services Manager. Shelves and weeds materials as part of collection maintenance.
5. Assists in creating and planning displays and exhibits of materials and historical items to appeal to customers.
6. Participates in community activities and public speaking opportunities, providing positive image of the library. Collaborates and creates partnerships with local historians and organizations.
7. Performs notary public duties for customers as prescribed by the State of Indiana.
8. Works with the Community Engagement and Marketing Manager to suggest and create local history and genealogy content for the library's social media accounts.
9. Fills in at Public Services desk to provide general reference assistance, reader's advisory, and technology assistance as needed.
10. Assumes person-in-charge duties as needed.
11. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and confidentiality.
12. Performs other duties as assigned.

Job Education and Experience:

- Education: Master's Degree in Library and Information Sciences is required.
- Certifications or licensure: LC3 or higher is required.
- Years of relevant experience: 2 to 5 years is preferred.
- Years of experience supervising: None.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

Job Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of library science.
2. Knowledge of local history and established genealogical research methods, processes, and reference sources.
3. Skill in collection development of local history and genealogy materials.
4. Skill in the basic practices of preservation of primary source materials.
5. Skill in customer service.
6. Skill in public speaking.
7. Ability to plan and present programming of interest to adults.

Work Environment:

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

Physical Demands:

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 50 pounds of force to lift or move objects.

Equipment Used:

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

The work environment characteristics and physical demands described here are representative of those an employee

encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values:

Good Stewardship	Open Access	Community Focus	Collaboration	Purpose Driven
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Acknowledgment:

I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.

Employee Signature:

Date:

Manager Signature:

Date: