

## **Job Description**

Troy-Miami County Public Library

**Job Title:** Assistant Archivist

**Department:** Local History

**Immediate Supervisor:** Local History Manager/Archivist

**Status:** part-time up to 30 hours/week, non-exempt

## **Job Description**

Under the general direction of the Archivist, the person in this position assists in the day-to-day operation of the Local History Library.

## **Responsibilities**

- Assist individuals using the Local History Library with their genealogical and historical questions.
- Respond to correspondence from individuals seeking local historical and/or genealogical information.
- Catalog materials for filing in the collection.
- Conduct local historical and genealogical research, packaging it for future use by patrons.
- As needed, plan and prepare promotional displays.
- Basic cleaning of public and staff areas.
- Must be able to follow safety procedures and policies, including those for COVID-19.

## **Qualifications**

- BA or BS in related field with genuine love for local history/genealogy.
- Ability to work independently and identify and solve problems.
- Understanding of clerical skills and procedures.
- Excellent interpersonal, written, and verbal communication skills.
- Proficiency in basic computer knowledge and demonstrable ability to use applications in Windows environment including Microsoft Office products, Internet use, and email.
- Ability to meet, speak with, communicate, and work cooperatively and effectively with other library staff, professionals in the field, and patrons.
- Able to work some nights and weekends.

## **Physical Demands and Working Conditions**

- Ability to operate standard office equipment, daily.
- Ability to stand for extended periods of time, occasionally.
- Ability to lift and move a minimum of 40 pounds, occasionally.
- Ability to push book trucks with materials on them, occasionally.
- Ability to perform repeated reaching, bending, climbing and squatting, daily.

- Ability to work in a team setting.
- Requires availability for extended hours as needed, including nights and weekends.
- Requires regular participation and attendance at events and trainings
- Requires ability to travel to off-site locations, occasionally.

**Position Requirements**

- Attendance and reliability: Demonstrates reliability by arriving to work, meetings and appointments on time and by completing assignments in expected time frames.
- Customer Service: Strives to maintain positive internal and external customer service relationships. Represents the library in an appropriate manner when dealing with staff, managers, vendors, contractors, colleagues, and members of the public.
- Diversity: Treats others with respect and consideration regardless of their cultural background, status, lifestyle choices, or position.
- Initiative: Seeks increased responsibilities. Takes independent actions. Asks for and offers help when needed. Displays original thinking and creativity.
- Teamwork: Exhibits a willingness to work in a team-oriented environment. Demonstrates pleasant communication skills and supports others in the completion of library operations. Able to deal effectively with confrontational individuals and/or challenging situations.
- Organizational Ethics: Maintains a high level of ethics, integrity, and confidentiality. Follows all library policies and procedures.
- Safety/Security: Observes safety and security procedures. Promptly reports potentially unsafe conditions. Operates and uses equipment and materials properly. Satisfactory completion of background check.
- Professional Development: Stays informed of current trends and issues. Exhibits motivation and commitment to improve work related knowledge, skills, productivity, and abilities.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by an individual working in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

Troy-Miami County Public Library is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Troy-Miami County Public Library’s management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs and general treatment during employment.

By signing below, I signify that I understand the responsibilities of the position Assistant Archivist, meet the minimum qualification, and am capable of meeting the required duties:

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date