

Alpena County George N. Fletcher Public Library Job Description

Title: Special Collections Librarian

Description/Summary: The Special Collections Librarian manages the operation of the Library's Special Collection Services Department which includes Michigan, Genealogy, Thunder Bay National Marine Sanctuary and Alpena History.

Essential Functions:

- Supervises the operation of all special collections and staffs the service desk.
- Maintains the special collections of the library.
- Acts as liaison between TBNMS and the library.
- Maintains relationships with other organizations that are beneficial to the development of special collections.
- Attends training sessions to enhance knowledge of specific areas.
- Participates in special library projects at the request of the Library Director
- Other duties as may be assigned by Library Director

Requirements:

- Bachelor's degree required, Master's degree accredited by the American Library Association preferred.
- Ability to work independently, good written and oral communication skills and computer literate.
- Ability to deal tactfully, courteously and effectively with patrons of all ages and with other employees.

Direct Supervisor: Library Director

Other:

This is a non-exempt position with hours to be set by the Library Director. Hourly rate of pay set by the Library Board and reviewed annually.

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