

Albion District Library

501 S Superior Street, Albion, MI 49224

Position: Local History Archivist

Range: \$18.34/hr., approx. 28-32 hrs per week

Report to: Library Director

Job Summary

Under the direct supervision of the Library Director, the Archivist is responsible for the Local History Room, local history material collection development and processing, local history and genealogy reference services and programming, supervising/directing part-time employees and volunteers assisting in the Local History Room, and promoting ADL's Local History Room services and collections in the community. The Archivist also supports broader library service with regular shifts at our patron circulation desks.

Wages and Benefits

This is a part-time, hourly, non-exempt position scheduled for 28-32 hours per week. Beginning wage is \$18.34/hour. Benefits include paid holidays, vacation (after one year), sick leave (after 3 months), paid life insurance, paid telehealth and mental health EAP, and optional AFLAC and 457/Roth retirement savings (employee paid).

Duties and Responsibilities

1. Responsible for Local History Room collection development, including identification and purchase of related materials and archival supplies within the scope of the available budget allocations; processing, cataloging, and conserving materials according to standard archival procedures.
2. Identifies, receives, documents, organizes, conserves, and makes accessible, donated materials or collections, related to Albion-area history within the scope of acquisition policies and in accordance with standard archival procedures.
3. Trains and supervises part-time employees and volunteers assisting in the Local History Room, in accordance with archival standards and ADL policy and procedure.
4. Plans, organizes, evaluates, and implements programs for library users on history and local history topics as part of the Public Services team, under the direction of the Head of Public Services.
5. Creates promotional materials including press releases, social media and website posts, flyers, etc.
6. Proposes and implements policies and procedures for the Local History Room based on the needs of the community, standard archival procedures, and within the constraints of the Library's resources.
7. Responsible for maintaining an up-to-date working knowledge of library policies and procedures. Recommends/initiates ideas for change in the organization.

8. Regularly attends staff meetings, training, and professional development opportunities.
9. Works a varied schedule including frequent evening and Saturday shifts in support of Circulation, Local History, and Public Service department functions.
10. Serves the public at patron circulation desks as scheduled. This includes, but is not limited to: checking library materials in/out, registration of new patrons, providing reference services, assisting patrons in the use of the library and technology, promoting library activities, and other general duties.
11. Other duties as assigned.

Skills, Experience, and Education

- High school diploma or high school equivalency certificate required.
- Certificate in archival administration or related field required.
- Knowledge of archival practices and standards required.
- Familiarity with Albion area and community preferred.
- Must be able to work under limited supervision with latitude in exercising independent judgement and discretion, subject to library policies, procedures, and professional practices.
- Ability to establish and maintain effective and positive working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, coworkers, and supervisors.
- Must enjoy working with people of diverse ages and backgrounds.
- Professionalism and a positive approach to Library activities and the ALA Library Bill of Rights.
- Basic clerical skills including computer and telephone skills. Must be comfortable with internet searching, word processing, and e-mail use.
- Ability to operate a variety of equipment, including a computer, copy machine, fax machine, various smartphone/tablet devices, camera and/or audiovisual equipment.
- Effective written, organizational, and oral communication skills, including a willingness to seek clarification when needed.
- Must possess basic mathematical skills necessary for routine calculations.
- Visual acuity and physical skills necessary to retrieve library materials from shelves and storage areas, maintain library materials, and operate equipment. Must have the physical ability to push/pull fully loaded book carts and lift/carry materials weighing up to 25 pounds.
- Hearing ability to answer telephone and patron inquiries.
- Ability to work a flexible schedule, including nights and weekends as scheduled.
- Reliable transportation and the ability to travel to offsite locations during the workday.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to reach with hands and arms, bend and squat to access materials, and manipulate, handle, or feel objects and equipment. The employee must frequently lift and/or move lightweight objects. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Frequent sitting/standing in one position may be required for extended periods of time.

Generally, the employee will work within an archival environment, with significant year-round climate control related to temperature and humidity. Work hours may be varied, including daytime, evening, and weekend hours.

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Application includes resume, cover letter, and ADL application, available at www.albionlibrary.org/about/employment.

Completed application packets should be directed Cynthia Stanczak, Library Director. Submit via email to director@albionlibrary.org, or in hardcopy at Albion District Library, 501 S Superior Street, Albion, MI 49224.

Applications will not be accepted through Indeed.com.

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.