September 29, 2023

23-028

**LOCAL HISTORY LIBRARIAN II**

Community Engagement

Hours: 40/week

Salary: 28.47/hr

Reports to: Community Engagement Manager

**Apply by: October 8, 2023**

**JOB SUMMARY**

Manages the local history collections for the library district, including the collection in the Minter Van Orman room at the Carnegie Library and collections at the branches. Responsible for local history; reference, conservation, and preservation of materials at all JDL Branches. Develops and maintains assigned library collections; provides one-on-one and group training for library patrons and staff. Also performs professional work in reference, collection development, reader's advisory service, acquisitions, or other specific fields. May supervise the work of volunteers and support staff. Works under the supervision of the Community Engagement Manager.

**DUTIES AND RESPONSIBILITIES**

* Curate the Jackson District Library's local history collections for the district as well as at the Branch Libraries and in the Minter Van Orman room at the Carnegie Library using accepted conservation and preservation treatments.
* In collaboration with the Collection Services, maintain JDL’s local history collection.
* Plan, direct and/or implement special projects involving the promotion of the Jackson District Library local history collections.
* Collaborate with local history organizations and groups on local history, archival, and digitization projects.
* Recruit, train, and supervise volunteers who digitize photos, print materials, and voice recordings.
* Provide advisory service on local history and archives to the public and branch staff. Fill requests from branch staff for information, programs, materials or other resources.
* May schedule, assign, supervise, and monitor the work of contract employees hired with grant funds, volunteers, or regular library support employees.
* Develop and deliver workshops and programs on a range of local history topics.
* Pursue grant funding for the processing, conservation, and imaging of the local history collection.
* Assist patrons with their local history library needs. Instruct patrons in the use of the local history collections and conduct group tours.
* Provide quick reference, detailed research, and reader's advisory assistance. Use information resources including print, microform, on-line databases, the Internet, etc. to fill requests.
* Explain library policies and procedures to the public as needed.
* Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties.

**MINIMUM QUALIFICATIONS**

· Four (4) years of experience and possession of a master's degree in library science or its equivalent from an ALA accredited institution.

· Possession of a Michigan Librarian’s Professional Certificate.

· Knowledge of emerging technology trends related to digital collections.

· Familiarity with digital preservation practices.

· Thorough knowledge of reference materials and commercial databases.

· Ability to use computers and to utilize computer databases.

· Knowledge of library organization, materials, services, and policies and procedures.

· Effective written and oral communication skills.

· Ability to organize and supervise the work of assigned staff.

· Ability to establish and maintain effective working relationships with co-workers, staff of other libraries, and the public.

· Ability to conduct oneself with tact and courtesy.

· Be physically able to perform the essential functions of the job with or without reasonable accommodation.

· Successful completion of a six-month probationary period.

**BENEFITS:**

Vacation, Sick, Personal time

Paid Holidays

Health Care Insurance

Flexible Spending Account

MERS Hybrid Pension Plan

MERS 457

Life Insurance

Employee Assistance Program

AFLAC

**PREFERRED REQUIREMENTS**

· Completed a course of study in Archival Studies at an accredited institution. Certification as an Archivist is desired but not a requirement.

· Familiarity with concepts related to the management of archives.

· Knowledge of the principles of archival administration.

· Experience processing archival collections and preparing finding aids.

· Familiarity with concepts related to archival management of electronic records.

**EOE**