

Position Description – Staff

Title:	Special Collections Librarian
Department:	Adult Services
FLSA Status:	Nonexempt
Employment Status:	Full time
Classification:	Librarian
Supervisor’s Title:	Adult Services Manager
Positions Supervised:	None
Fiscal Responsibility:	No
Last Revision:	September 2024

GENERAL SUMMARY

The Special Collections Librarian collects, organizes, and preserves archival materials for the Library. Oversees the development and use of genealogical materials.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of principles and practices of library science and archives management.
2. Knowledge of literature, reference, informational, and other library materials, technology, programming, and services.
3. Skill in archival curation and the preservation of archival documents.
4. Skill in customer service.
5. Skill in public speaking and delivering educational and informational presentations.
6. Ability to plan and conduct programs for the-Library audiences.
7. Ability to work independently and with co-workers in a wide variety of situations with minimal supervision.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

1. Establishes relationships with individuals and community organizations interested in donating archival materials to the Library.
2. Collects, preserves, and makes available the Library's archival collection to the public.
3. Develops digital projects featuring the Library's archival collection.
4. Develops, organizes, and maintains the Library's genealogical collection and services.
5. Develops, schedules, and presents department and outreach programming.
6. Selects, trains, and supervises interns, volunteers, and staff in preservation of archival materials.
7. Provides reference and technology services to individuals, groups, and agencies within the Library system.
8. Contributes to the Library's local history blogs, publications, and regional collections of historical material.

9. Keeps informed of developments and participates in activities of professional and community historical organizations.
10. Performs light housekeeping as necessary to maintain a clean and safe environment.
11. Serves as Library Building Supervisor in charge as assigned.
12. Supports the vision, advances the mission, and embodies the core values of **Integrity, Equality, Service, Innovation, and Teamwork** of the Sandusky Library.
13. Complies with Sandusky Library’s policies, rules, guidelines, procedures, requirements, standards, and practices applicable to the position, including [but not limited to] work scheduling and attendance, customer service, use of Library property, technology use, personal conduct, and confidentiality.
14. Other duties as assigned.

POSITION QUALIFICATIONS

- Education: Master’s degree in Public History, Library and Information Science, or Archival Studies is preferred.
- Certifications or licensure: None
- Years of relevant experience: Two or more years is required.
- Years of experience supervising: None.
- A valid driver’s license, automobile insurance, and reliable personal transportation is required.

COMPETENCIES – STAFF

1. Adaptability	5. Patron awareness
2. Communication	6. Organized
3. Customer service	7. Problem solving
4. Innovative	8. Teamwork

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. The work environment involves everyday risks or discomforts that require normal safety precautions typical of offices, which includes the need for general safe workplace practices with office equipment and computers, avoidance of trips and falls, and observance of fire regulations.
2. The noise level in the work environment is usually quiet.
3. This position is performed in an office setting although off-site meetings in various settings occur.
4. Lifting light objects up to 50 pounds and carrying them short distances [50 feet or less] is required. Pushing carts of library materials up to 150 pounds is required.
5. Working irregular hours, including evenings and weekends, is required.
6. Some local travel by personal automobile is required. Occasional overnight travel may be required.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description. Reasonable accommodations will be made for persons with disabilities covered by the Americans with Disability Act [ADA] in accordance with its requirements.