

## **LOCAL HISTORY ARCHIVIST**

### **Definition:**

Under general supervision, organizes, supervises and oversees the day-to-day activities of the Local History Program in the Adult Services Division of the Public Library. Supervises volunteers, receives material related to local heritage/history, catalogs and maintains collection and assists patrons with research of collected materials. Responsible for the preparation and execution of program publicity; and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent include the following:

Plans, supervises, coordinates, reviews and evaluates the municipal local history/heritage program.

Researches and updates current local history/heritage resources and interest within the community

Plans, organizes, assigns, trains, directs and reviews the work of volunteers and provides technical direction to assigned staff.

Prepares and executes program publicity, including website content, news releases, blog items, programs and signage.

May prepare and assists with the administration of various grants.

Coordinates work projects with other divisions and departments as applicable.

Responds to inquiries and resolves concerns of patrons and the general public.

Provide administrative support to the department, including completion of special projects, preparation of reports, and/or compilation of statistical data.

Operates a personal computer and uses applicable software to produce a variety of reports and correspondence.

Provide in-person, mail, telephone and online local history reference assistance to patrons and library staff and arrange for copying and distribution of requested materials.

Drives a vehicle on City business.

**Other Duties and Responsibilities:**

Perform other projects and/or tasks as assigned.

**Class Characteristics:**

The Local History Archivist is a single incumbent position in the Library Department with responsibility for the safe, efficient and effective operation of the Local History Room.

**Contacts and Relationships:**

The Local History Room Archivist establishes and maintains effective working relationships with other staff members in the Library Department as well as representatives of other public, non-profit and private organizations, including school districts and community groups.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Principles and practices of program development, implementation, review and evaluation.

Procedures for planning, implementing and maintaining a local history program through community participation.

Principles, practices, methods and procedures of material collection, research techniques and records retention.

Effective supervisory techniques including work planning assignment, direction, review and training.

Standard office practices and procedures including the use of standard office equipment, record keeping, business mathematics and basic computer applications such as word processing, spreadsheets and data base applications.

Techniques for providing a high level of customer service in person, electronically and over the telephone to individuals served during the course of this work assignment.

Techniques for working with individuals of various ages, ethnic and socio-economic groups to effectively represent the city in all situations.

Grant preparation and administration.

**AND**

**Ability to:**

Plan, schedule, assign, direct and review the work of volunteers and provide technical advice to staff.

Interpret, apply and explain policies, procedures and regulations.

Maintain facilities and equipment in a clear, safe and secure manner.

Prepare clear and concise reports, correspondence and other written materials.

Effectively communicate in person, over the phone and in writing.

Utilize tact, initiative, prudence and independent judgment within general policies, procedures and legal guidelines.

Demonstrate a professional, positive, cooperative, team-oriented working relationship with staff, co-workers, volunteers and the general public.

Understand and carry out oral and written instructions.

Promote the program to staff and public by providing information and instruction.

Operate a personal computer and use applicable software.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in Records Management, Library Science, Public Administration or a related field from an accredited college or university.

**AND**

**Experience:**

Three years of progressively responsible experience including supervision of volunteers.

**Special Requirements Include:**

A valid appropriate California Drivers License; and acceptable driving record at time of appointment and throughout employment in this position.

Be willing and able to work a flexible schedule to accommodate City needs.

Per California Government Code §§3100 – 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

**Other:**

A graduate degree or some completed graduate level coursework in Library Science from an accredited college or university is preferred but not required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed indoors in an office environment. An incumbent drives a vehicle on City business, sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, bends, kneels, reaches and grasps. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Non - Exempt

Established July 2014 as Local History Archivist