

## **JOB DESCRIPTION**

### **Section I. Basic Information**

Position: Library I – Historical Collections Librarian

Organization: **Rockingham Free Public Library**

Department: General

Reports To: Library Director

Supervisee(s): None

\*FLSA Status:  Exempt **OR**  Non-exempt

Full-time  Part-time

### **Section II. Objective/Purpose**

The Historical Collections Librarian serves library patrons by managing and providing access to the library's Historical Collection while supporting general public library operations. This position is responsible for collection processing, preservation, research assistance, outreach, and public engagement related to local history resources. The Historical Collections Librarian also provides circulation desk coverage and assists with library services and programs to ensure effective and welcoming service to the community.

### **Section III. Duties and Responsibilities**

#### **Historical Collection Management**

- Process, organize, catalog, and maintain historical materials and collections.
- Provide research assistance and facilitate public access to historical collections and local history resources.
- Rehouse, preserve, and maintain archival and historical materials using accepted preservation practices.
- Assist in planning, organizing, and implementing displays, exhibits, and outreach activities related to historical collections.
- Maintain accurate records and documentation related to collection management activities.

#### **Public Service and Library Operations**

- Work regularly scheduled shifts at the circulation desk.
- Assist patrons with locating and accessing library materials, resources, and services.
- Provide courteous and effective customer service to library patrons and community members.
- Support general library operations and programming as assigned.

## **Community Outreach and Collaboration**

- Collaborate with local historical societies, schools, community organizations, and special interest groups to promote library services and historical resources.
- Participate in outreach efforts to increase awareness and engagement with the Historical Collection.
- Represent the library in a professional and positive manner within the community.

## **Administrative and Professional Responsibilities**

- Seek continuing education and professional development opportunities through state and professional organizations.
- Assist with grant writing and related funding opportunities as assigned.
- Participate cooperatively with library staff and contribute to a positive team environment.
- Perform additional duties and special projects as assigned.

## **Section IV. Knowledge, Skills, and Abilities**

- Knowledge of public library principles, practices, and services.
- Knowledge of archival preservation practices and handling of historical materials.
- Ability to provide effective customer service in a public-facing environment.
- Strong oral and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks and priorities in a busy library setting.
- Ability to work independently and collaboratively as part of a team.
- Ability to interact effectively with patrons, community organizations, and colleagues.
- Knowledge of integrated library systems, internet research, and current technologies.
- Proficiency with enterprise software packages, including Microsoft Office and Adobe Creative Suite.
- Ability to create and maintain technical and procedural documentation as needed.
- Ability to maintain consistent attendance and reliable work hours.

## **Section V. Education and Experience**

- Prior library experience preferred.
- Vermont Public Library Certification preferred.
- Experience working with historical materials, archival collections, or local history resources preferred.
- Equivalent combinations of education, training, and experience may be considered.

## **Section VI. Tools/Technology**

- Integrated library systems and circulation software.
- Microsoft Office Suite.
- Adobe Creative Suite.
- Personal computers, printers, scanners, and related office equipment.
- Internet-based research tools and digital archives.

## **Section VII. Physical and Mental Demands**

- Ability to stand for extended periods of time.
- Ability to read and interpret information from computer monitors, archival materials, and microforms.
- Manual dexterity sufficient for handling archival records, library materials, and computer equipment.
- Ability to stoop, bend, twist, reach, and move throughout the library environment.
- Ability to lift and carry materials weighing up to 30 pounds.
- Ability to push carts, bins, and book trucks weighing up to 100 pounds.
- Ability to maintain concentration and attention to detail while performing multiple tasks.
- Reasonable accommodations may be provided as needed.

## **Section VIII. Work Environment/Conditions**

- Work is performed primarily in a public library environment.
- Position requires regular interaction with library patrons, staff, volunteers, and community members.
- Work may involve occasional exposure to dust, mold, or aging archival materials.
- Position requires occasional evening or weekend work, including regular Saturday shifts.

## **Section IX. Disclaimers**

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

## **Section X. Equal Employment Opportunity**

The Town of Rockingham Free Public Library is an Equal Opportunity employer.