



Greene County
Public Library

GREENE COUNTY PUBLIC LIBRARY

POSITION DESCRIPTION

Greene County Public Library is an EQUAL OPPORTUNITY EMPLOYER

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| Position No#: 016-44 Job Title: Local History Librarian I or II Classification: Librarian | Pay Grade: 14 or 21 Starting Rate: \$13.87 or \$18.13 per hour |
| Branch Location/ Department: Xenia/ Greene County Room | Reports to: Head Archivist |
| Employment Status: <input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time | Hours: part-time, 40 hours per pay period (schedule includes daytime, evening and weekend hours) |

JOB OBJECTIVE: To promote the mission and values of the Greene County Public Library. To carry out objectives and goals of the strategic plan to better serve the community. To serve as a professional in the Greene County Room- Local History and Genealogy Department. To work under the supervision of the Head Archivist but at times may work unsupervised and be expected to solve problems and serve patrons independently.

ESSENTIAL JOB FUNCTIONS:

- Answers (in person, mail, e-mail) reference and readers' advisory questions from the public and conducts necessary research using GCR collection, the internet and other relevant resources.
- Enters metadata into database for digital projects.
- Instructs and aids adults, young adults, children and community groups in the use of the library and of reference tools; provides both one-to-one assistance and group presentations.
- Oversees the cleanliness of the Greene County Room and the security and use of materials.
- Plans and/or prepares displays, bibliographies, pathfinders, and other informational materials.
- Identifies community information needs and suggests materials and services to meet them.
- Responsible for opening/closing procedures.
- Gathers statistics, prepares reports, and completes other projects as assigned.
- Handles copy and donation monies.

- Processes and shelves library material.
- Attends conferences, workshops, seminars, and training to maintain knowledge as reflected in the training curriculum
- Keeps abreast of information by regularly reading email, minutes, staff website and by attending staff meetings.
- Performs tasks of lower level classifications as necessary.
- Additional related duties might be assigned including ordering and stocking supplies. These are non-essential functions of this position.

SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to provide knowledgeable customer service to assist all library patrons in a timely manner; show tact and courtesy in relations with the public and other staff members.
- Ability to communicate clearly and read printed and on-screen information.
- Proven computer skills and ability to input information into an automated system.
- Knowledge of using Microsoft Access and CONTENT dm preferred.
- Knowledge of basic reference skills.
- Ability to handle routine problems under the guidance of supervisor and keep supervisor informed of departmental needs and concerns.

QUALIFICATIONS:

- **Local History Librarian I-** Bachelors Degree in History or closely related field from an accredited college or university required. 1-3 years of Library and/or Customer Service experience strongly preferred.
- **Local History Librarian II-** Masters Degree in History or closely related field from an accredited college or university required. 1-3 years of Library and/or Customer Service experience strongly preferred.

ENVIRONMENTAL CONDITIONS:

- Work is performed in an office-like environment, but with need for considerable mobility: light lifting, bending, stooping, stretching and sitting at a variety of desks and service points.
- Employee may be scheduled to work evening and weekend hours, including Sundays; schedules may be altered depending on the needs of the library.