

Rossville Community Library

History & Genealogy Specialist

Schedule, Hours, & Beginning Pay: This is a part-time position scheduled for 18 hours per week and one Saturday a month. Schedule will generally be consistent, but flexibility for covering other vacant shifts is preferred. Position starts at \$8.50/hr with sick and vacation benefits.

General Statement of Duties: Assists Director with the organization and digitization of our special local history and genealogy collections. Will also be responsible for several front desk shifts.

Essential Job Functions

- Excellent customer service to each person that walks through our door.
- Assists patrons with questions, readers' advisory, materials ordering, and other office services.
- Circulates materials using the library online software.
- Keeps the library clean and orderly.
- Shelves returned materials.
- Organizes historical collections and creates written compilations from our materials.
- Scans, uses transcription software, and digitizes historical materials.
- Enters genealogical data into our genealogy website.
- Assists Director in evaluating donated historical and genealogical materials.
- Trains and works with volunteers.
- Assists Director with special presentations and programs regarding our local historical collection.

Minimum Qualifications & Requirements

Knowledge/Skills/Ability

- Committed to excellence in customer service.
- Strong verbal and written communication skills.
- Considerable ability to establish and maintain effective working relationships with superiors, associates, representatives of other agencies, and the general public.
- Proficient in use of the computer and Microsoft Word, Excel, Publisher, and PowerPoint.
- Ability to learn new software that is essential to the position requirements.
- Ability to represent the library at professional and community meetings.
- Keeps informed of new materials and is able to converse with patrons about our collection.
- Able to stay organized with a variety of tasks and responsibilities and prioritize.
- Strong alphabetization skills.

Personal Attributes

- Personable and polite to library customers, co-workers, and library partners. Ability to deal with associates and the public in a courteous and pleasing manner.
- Neat personal appearance.
- Shows initiative to handle tasks and share new ideas.
- Ability to multi-task and problem-solve while assisting customers.
- Ability to use good judgment in challenging situations.
- Highly self-motivated, creative and flexible with the ability to prioritize tasks and work independently.
- Willingness to spend time reading professional literature and increase professional knowledge.

Experience and Training

- High school diploma required (or in progress.)
- Previous library experience is a plus.