

## Information Services Library Associate (P-T) – Western Maryland Room

### Job Description

#### GENERAL RESPONSIBILITIES

This position provides direct public service to the general public, specifically within the specialized reference area of family history, local history, and genealogy. Western Maryland Room associates are responsible for providing advanced research assistance, community education and outreach, and development and maintenance of special collections.

**REPORTS TO:** Head of Adult Services

#### ESSENTIAL TASKS

(The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of the department change.)

- Train and assist patrons of all ages with general reference and informational needs
- Provide specialized reference and research service related to genealogy, local history, and family history
- Provide content/information on local history/genealogy resources and events in order to ensure accurate and up-to-date listings on the library website and events calendar
- Prepare materials for public access, including re-housing, arranging and describing, creating finding aids, etc.
- Answers customer questions in person, via telephone, and email
- Abide by RUSA guidelines for assessing community need, acquisitions, services, access, and preservation & collection management
- Accurately and completely perform administrative tasks such as keeping statistics, ensuring library-wide paperwork and procedure are completed, records are kept up to date, and relevant information is conveyed to the Head of Adult Services
- Maintain good working relationship with Washington County historical and genealogical groups and organizations, including outreach to these groups educating them on the resources and services available in the Western Maryland Room
- Develop and deliver programs for library patrons on the Western Maryland room collection and services
- Maintain working knowledge of current trends, issues, and technology related to local history, genealogy, preservation, and archival principles, as well as best general reference practices and trends
- Attend workshops, meetings, and learning opportunities
- Is available to work days, evenings, and weekends

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of library practices and procedures.

Working knowledge of research techniques and available research materials.

Knowledge of archival and/or genealogical and/or historical principles, trends, and issues.

Ability to effectively provide instruction and research aid to patrons.

Ability to train staff and the public in use of specialized Western Maryland Room resources.

Ability to effectively organize work, determine priorities, make decisions, and complete assigned duties with minimal supervision.

Ability to develop and maintain working relationship with co-workers and the general public, and the ability to successfully interact with community groups and organization.

Strong and effective spoken and written communication skills, including the ability to speak effectively before groups.

Technical skills including demonstrated familiarity with tools commonly used to conduct research in a specialized subject area, as well as comfort with generalized and library-specific software and hardware.

Excellent analytical and problem-solving skills.

Sound judgment in decision-making.

Ability to work cooperatively with other library departments, supervisors, and administration.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree OR

Work experience, training, or academic coursework in archival studies, genealogy, and/or local history; at least 1 year working in an archive or other organization specializing in genealogy and local history.

## **PHYSICAL REQUIREMENTS**

Must have the ability to effectively communicate and interact with other employees and the public through the use of the telephone, computer, or via personal contact. Physical capability to effectively use and operate various items of office-related equipment such as, but not limited to, a personal computer, copier/scanner/printer, fax machine, microfilm reader, etc. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Pushing and pulling: objects weighing 60-80 pounds, on wheels. Ability to lift up to 40 pounds.

## **SPECIAL REQUIREMENTS**

Ability to provide own transportation to meetings and workshops as needed.

Available for varied workdays and hours within the WCFL operating schedule.

Possession of a valid driver's license.

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Reasonable accommodation may be made to enable individuals with disabilities to perform the essential tasks.