

Henderson County Public Library District

Genealogy and Local History Associate

Job Description

JOB SUMMARY:

The Genealogy and Local History Associate is responsible for assisting with the organization, maintenance and preservation of the library's archival collections including all books, papers, maps, photographs, machine-readable materials, and other documentary materials, objects and artifacts, regardless of physical form or characteristics. The Genealogy and Local History Associate provides reference service for the local history and genealogy collections and assists patrons in a friendly and timely manner in person, by telephone, mail, and email.

GENERAL DUTIES AND RESPONSIBILITIES:

- Maintain good relations with public and staff.
- Follow policies and procedures consistently.
- Operate office and automated equipment.
- Attend and participate in meetings, workshops, and conferences as appropriate.
- Perform other duties as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist with the inputting of data into the obituary index and the preparation of finding aides such as indexes and guides, in both print and electronic formats.
- Assist patrons in finding appropriate research materials as needed.
- Assist and provide basic instruction to patrons in how to begin genealogy research, trace family history, and use resources including print, non-print, electronic, and online.
- Assist with the acquisition, storage, and exhibition of artifacts, items, and other collections.
- Assist with the selection of themes and design of historical exhibits.
- Design, organize, and conduct tours and workshops for the public.
- Create and maintain computer archives and databases as needed.
- Organize and classify records, items, and archival objects in a way that makes them easily accessible to the public utilizing PastPerfect software and other programs as needed.
- Arrange, store, preserve, repair, properly care for, and safeguard all archival records and historic objects in the collection in accordance with professionally accepted standards and practices, and provide reference service on such collections.
- Assist in the creation and application of records management policies pertaining to the library's archival collection.
- Attend meetings and other community events to help foster inter-agency collaboration regarding the preservation and exhibition of Henderson history and historic items on behalf of the library.

- Plan and conduct special research projects.
- Conduct research activities as directed.
- File and cross-index documents in alphabetical and chronological order.
- Create backup copies and reproductions of historic objects and documents using digital and physical media.
- Assist the Genealogy Manager and Assistant in developing and presenting workshops dealing with local history research issues, promoting the use of the local history collection, and genealogical research.
- Establish good relationships with local and regional historical societies and other genealogical groups.
- Stay informed about issues, trends, and news affecting genealogy, local history, and archival methods.

PHYSICAL REQUIREMENTS:

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus. The employee is regularly required for the majority of the day to stand; sit; walk; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk and hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High school diploma or equivalent required.
- Bachelor's degree or a combination of some post-secondary education and relevant work experience preferred.
- Existing knowledge of Henderson County, Kentucky regional history strongly preferred.
- The ability to work with electronic records and databases is required.
- Working knowledge of computers including experience with MS Office Suite (Word, Excel, Power Point, etc.) and experience with web searching and internet research is required.
- Public service experience required.
- Public library experience preferred.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Excellent written and verbal communication skills are required.
- Ability to multi-task and work with frequent interruptions.

- Ability to work effectively unsupervised.
- Ability to interact with people of varying personalities and ages in a variety of situations.
- Ability to pay close attention to details and concentrate on work.
- Accuracy in clerical skills, including typing and filing, is required.
- Ability to work under broad supervision using established procedures and oral instructions from supervisor.
- Flexible, adaptable, and able to flourish in a changing environment.
- Cross-training in order to perform other duties and responsibilities in other departments is required.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of genealogical research techniques and a willingness to learn is required. Genealogy and Local History Associates will be expected to become proficient in the following areas:

- Knowledge of common genealogical sources such as census records, telephone directories, military service records, newspapers, birth, death, marriage and divorce records, wills, tax records, property deeds, etc.
- Knowledge of and ability to proficiently use online sources of genealogy data.
- Knowledge of and ability to apply standard preservation techniques.
- Knowledge of digital imaging and scanning technology.
- Ability to decipher deteriorated or poor-quality printed matter, handwritten manuscripts, or photographs and films.
- Ability to instruct others on the retrieval and use of archival materials.
- Must have an inquiring mind, interest in genealogy and history, patience, and thoroughness.

WORK SCHEDULE:

This is a part-time position. Weekly schedules of 10-20 hours will include mornings, afternoons, evenings and weekends. Dependability and diligent attendance are required.

SUPERVISORS:

Genealogy Manager, Library Director, and Assistant Director