

**HENDERSON COUNTY PUBLIC LIBRARY
JOB DESCRIPTION**

DATE APPROVED:

TITLE: Genealogy and Local History Manager

POSITION SUMMARY: Responsible for management of the Genealogy and Local History Department, which includes genealogy and local history. This position is responsible for the acquisition, organization, maintenance, and preservation of the library's archival collections, including all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics. As a member of the Management Committee, this position participates in overall institutional planning and program development. Reports to the Library Director.

HOURS: This is a full-time position that requires 40 hours per week. Varied schedules may include mornings, afternoons, evenings, and weekends. Dependability and diligent attendance are required.

ESSENTIAL FUNCTIONS:

General Functions:

- Provides reference service in person and by phone, email, and mail.
- Develops and implements departmental policies, programs, and services.
- Assists and provides basic instruction to patrons on how to begin genealogy research, trace family history, and use resources including print, non-print, electronic, and online.
- Manages and oversees operational budget; anticipates and accommodates budgetary fluctuations throughout the fiscal year.
- Delivers lectures and conducts instructional sessions on the use of departmental materials and services.
- Conducts tours and develops informational materials describing services and programs.
- Confers with individuals, teachers, and community groups to assist with developing programs to encourage and improve library usage.
- Stays abreast of current trends in information service through reading professional literature and attending professional conferences.
- Participates in library continuing education.
- Takes responsibility for enforcing library policies and directs subordinates in helping to enforce library policies.

Specialized Department Functions:

- Manages the Genealogy Department personnel in day-to-day operations, assigning job tasks, training, and evaluating performance.
- Works with the library director on issues of library policy and procedure that relate to the Genealogy Department, including records management.
- Develops and maintains procedure manuals related to the department as appropriate.
- Compiles statistics as required.
- Arranges, stores, preserves, repairs, and safeguards all archival records in the collection in accordance with professionally accepted standards and practices.

- Participates in the processing of additions to the archives, including accessing, arranging, describing, preserving, classifying, and referencing.
- Establish good relationships with local historical societies and other genealogical groups.
- Analyze and consider different mediums for storage of archival material.

SUPERVISORY:

Responsible for the overall direction, coordination, and evaluation of a department function. Will carry out supervisory responsibilities in accordance with the organization's policies. Responsibilities may include the following: training employees; planning, assigning, and directing work; addressing complaints, and resolving problems.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read, analyze, and interpret professional journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community.
- Ability to effectively present information to top management, public groups, and/or boards of trustees.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work with the public in a busy public service department.
- Ability to work with co-workers, both within the department and the library at large.
- Ability to deal with difficult behavior.
- Ability to create a welcoming environment for public and staff.
- Ability to maintain confidential information.
- Ability to learn and operate library automated system with high degree of efficiency.
- Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.
- Ability to develop and administer a comprehensive archival program.
- Excellent written and verbal communication skills are required.
- Knowledge of library administrative theory and practices.
- Knowledge and understanding of reference tools, research skills, general literature, and basic library principles, procedures, technology, goals, and philosophy of services.
- 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.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in an appropriate field required.
- Master's degree in library science or related field is preferred.
- Archival management experience or equivalent education preferred.
- Public library experience preferred.
- Computer skills and the ability to work with electronic records and databases is required.
- Requires obtaining the appropriate certification from the Kentucky Board for the Certification of Librarians.

EQUIPMENT USED:

- Computers, calculator, copy machine, fax machine, cash register, phone, microfilm/fiche reader/printers/scanners, audio-visual equipment, book trucks (carts) for transporting materials to proper areas for re-shelving, and sound system equipment.

MENTAL AND PHYSICAL ABILITIES:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift, push or pull up to 25 pounds, and occasionally lift, push or pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Stressful situations may occur when dealing with the public. Must be able to work flexible hours.

The undersigned certifies that this Job Description has been reviewed and is understood.

EMPLOYEE _____ DATE _____

LIBRARY DIRECTOR _____ DATE _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.

The Henderson County Public Library is an Equal Opportunity Employer.