



The Urbana Free Library

# ARCHIVES LIBRARIAN

## JOB DESCRIPTION

<b>Department:</b>	Champaign County Historical Archives (CCHA)	<b>Benefits</b>	Yes (pro-rated for Part Time) ✓
<b>Division:</b>	N/A	<b>Time:</b>	General minimum of 39 hours per week for Full Time and 20 hours per week for Part Time, including evening and weekend hours. Part-time employees may work additional hours above the 20 base hours as requested by their supervisor for the Library's needs. Full-time (39 hours per week), including evening and weekend hours ✓
<b>Job Type:</b>	Civil Service	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Director of the Champaign County Historical Archives Manager	<b>Pay Grade:</b>	36

### JOB SUMMARY

*not in general libn.*

The Archives Librarian functions as a member of a team that selects materials for the Archives collection; processes and catalogs holdings (including archival materials, books, and serials); provides reference service and computer assistance to patrons; participates in outreach and programming; supervises graduate students and volunteers; provides excellent customer service; and carries out other duties as assigned. The Archives Librarian reports to the ~~Director of the Champaign County Historical Archives Manager (CCHA).~~

### ESSENTIAL FUNCTIONS

- ✓ Ensures and provides quality customer service to patrons and staff in a timely manner and with a positive, proactive, customer-focused attitude using standards and guidelines set by the Library for the delivery of customer service. Promotes staff and patron understanding of the wide range of Library programs and services.
- Provides high-quality reference information services; demonstrates competence in assisting patrons with complex inquiries, requests, and projects requiring independent judgment and in-depth knowledge of interpreting policies and procedures.
- Assists in the management of digital content and various social media platforms.
- ✓ Assists in developing and implementing new and existing services, programs, outreach events, and partnerships.
- Processes archival materials, books, serials, and other Library materials.
- ✓ Manages budgets for specific collections and programs as assigned.

*not in other libn description  
OK  
TB*

*Does it need to be different from Libn? - same now*

- Participates in collection development tasks by assessing targeted areas of the CCHA's collection, systematically selecting materials, and discarding or replacing damaged or outdated materials.
- Participates in collection and program promotion using all media.
- Shares in training staff and training, supervising, and evaluating graduate students and volunteers. *different in Librarian includes coord. work/aw to Kasia*
- Shares in formulating departmental goals and objectives and participates in planning. *different in Libn. same now*
- Represents the Library in community and professional organizations, maintaining professional skills by participating in workshops and conferences and networking with colleagues.
- Upholds library Rules of Behavior + other library policies & procedures.

**ADDITIONAL DUTIES**

- Performs cataloging as needed using current cataloging and classification practices. ✓
- Provides public assistance in using all resources of the Library. ✓ *including technology.*
- Assists patrons using technology resources, including preparation of user guides for
  - Internet resources;
  - Genealogical resources;
  - Special collection finding aids;
  - Computers, scanners, and printers.
- Keeps current in knowledge of archival and public library trends and resources.
- Attends department and other meetings as scheduled.
- Responsible for projects and other duties as assigned.
- *grant writing.*

**JOB REQUIREMENTS**

**Degrees, Licenses, Certifications, & Memberships**

- ✓ • American Library Association-accredited Master of Library & Information Science degree or equivalent.
- ✓ • Library and Information Science students who will graduate within the next six months considered.

**Education & Experience**

- ✓ • Prior successful work experience. *not in Libn. added*
- Training or experience in a special collections or archives setting.
- Training or experience in public services. *- not in Libn. added*
- ✓ • Prior experience with the Polaris ILS and Omeka desired.
- ✓ • Bilingual skills (especially Spanish, French, or Chinese) desired.

**Knowledge of**

- ✓ Considerable working knowledge of computer network applications pertinent to library services and emerging technologies, hardware, and software as adopted by the Library.
- ✓ Substantial knowledge of special collections and archives standards, practices, issues, and trends including reference techniques, collection development, cataloging, and classification.
- ✓ Ability to quickly develop effective working knowledge of the Local History Online catalog.
- ✓ Considerable knowledge of local history and genealogical resources.
- ✓ Familiarity with library automation systems preferred.
- ✓ Understanding of issues related to both digitized and born-digital formats preferred.

### Skills

- ✓ Exceptional organizational, interpersonal, and decision-making skills. ✓
- ✓ Proven teamwork skills desired. *not desired in Libn - took out*
- Excellent verbal and nonverbal communication skills. *not in Libn → see Libn @ top of 1st page ↳ changed to all consistent*
- ✓ Commitment to ~~servicing a diverse community~~ public service.
- ✓ Mastery of complex, detailed routines.
- ✓ Competency in using computers, office applications, and library-related software.
- ✓ Dependability, trustworthiness, and honesty.
- Creative reference and instruction skills.
- ✓ Exemplary customer service skills (patrons and staff).

### Ability to

- ✓ Establish and maintain effective and productive working relationships with co-workers and the public.
- ✓ Plan, organize, perform, assume responsibility for, and evaluate work assignments with initiative and judgment, independently or with minimal supervision.
- ✓ Quickly develop an effective working knowledge of the Library's automation system, calendaring system, and relevant staff-side resources. *to match Libn.*
- ✓ Complete work with speed and accuracy and handle frequent, sudden task changes effectively.
- ✓ Demonstrate a strong commitment to excellent public service; work with others in a consistently approachable, cooperative, enthusiastic, and effective manner despite numerous competing requests.
- ✓ Prepare clear and concise correspondence, procedures, and written materials.
- ✓ Interpret, apply, and explain all applicable laws, regulations, and policies.
- Perceive unit as part of the Library as a whole. *removed from Libn. deleted*
- ✓ Work a flexible schedule and additional hours beyond those regularly scheduled as necessary to meet the Library's needs.

- Employ best practices for ~~graduate~~ <sup>and volunteer</sup> student supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.

### **CONTACTS: INTERNAL/EXTERNAL**

- Daily contact with staff and patrons.
- Occasional contact with vendors.
- Occasional contact with the media.

### **SUPPLEMENTAL INFORMATION**

**Working Environment:** *The work environment characteristics described herein 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 work will occur primarily at The Urbana Free Library.
- Works in close association with others.
- Work is subject to deadlines and frequent interruptions.
- Occasionally, staff perform outreach or work with potential donors at off-site locations.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the department.

**Physical Requirements:** *The physical demands described herein 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.*

**Physical Strength and Agility:** Physical strength and agility sufficient to lift and maneuver up to 30 pounds. Ability to climb ladders, reach with hands and arms, crouch, or crawl. While performing duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is required to use hands to touch, handle, feel, or operate objects, tools, or controls.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.

**Hearing:** Hear in the normal audio range with or without correction.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**The Urbana Free Library is an Equal Opportunity Employer.**

~~Last u~~Updated April—January 24, 20230

