



Position Description

Position: Local Historian
Department: Library
Reports To: Library Director/Assistant Director
Supervises: None
Date: 2/2020
Position #

POSITION SUMMARY

Under the supervision of the Library Director and/or the Assistant Director, the Local Historian staffs open hours in the Local History Room to assist community members in their use of the room, answers Local History requests for information, works with archives, directs volunteer work in the room, offers all ages programs regarding history, and maintains local collections. In addition, the Local Historian will perform essential service desk functions such as checking in and out of materials, filling holds list, returning materials to the shelves, issuing new library cards, and assisting patrons with reference, directional and/or technological questions.

MAJOR POSITION DUTIES

1. Provides office hours in the Local History Room.
2. Answers local history room requests for information over the phone, by email and form request.
3. Maintains the local history room collections.
4. Assists with the microfilm readers and microfilm collection.
5. Delegates work to history room volunteers.
6. Works with Past Perfect Software.
7. Reviews, evaluates, adds, and discards resources and materials in the room.
8. Attends continuing education opportunities.
9. Serves on other Boards or Associations related to local history.
10. Offers history related programming to participants of all ages.
11. Provide genealogy support to patrons.
12. Collaborate with other entities on programming or archival management.
13. Write grants and coordinate any awarded funds.
14. Fundraise as necessary for special projects.
15. Willingness to participate in recorded and live media interviews.
16. Speaks at public events.
17. Assists other City Departments with local research.

18. Assists at service desk helping patrons, answering reference questions, issuing new library cards, filling and retrieving holds, and providing technical support for patrons at computer stations.
19. Checking out and checking in library materials.
20. Assists patrons with technology questions including computer or eBook related questions.
21. Shelves materials.
22. Reads and maintains order of the section of shelves assigned.
23. Maintains patrons adhere to library policies.
24. Call patrons to alert them of holds.
25. Assist patrons in renewing and issuing new library cards.
26. Assist patrons with library card issues and concerns.
27. Periodic emptying of book drop.
28. Receive and record money.
29. Use cash register.
30. Assist patrons with copy machine, faxing, laminating and printing.
31. Help patrons find and retrieve materials.
32. Promote library services and programs.
33. Work with a diverse population.
34. Uphold confidentiality and privacy of patrons.
35. Adhere to the Library Bill of Rights.
36. Perform detailed services related to specific areas of service as well as other duties as assigned by supervisors.

QUALIFICATIONS

(Knowledge, skills, and experience necessary to do the job well)

- Bachelor's Degree in History or other related fields
- 2-3 years' experience conducting historical research, creating digital records, archival reference work, and archival collections management

Ideal Candidate will have:

- Knowledge of the history of Kaukauna.
- Knowledge and experience working with microfilm readers.
- Experience with Past Perfect software.
- Experience in genealogy research.
- Experience in historical research and databases.
- Experience with maintaining archives.
- Knowledge of Integrated Library System software CARLX.
- A friendly image projecting competence and courtesy.
- Excellent customer service skills.
- Knowledge of cash handling and cash register procedures.

- Basic computer skills, including, but not limited to, email, blogging, use of Microsoft Word software, etc.
- Ability to learn and use new technology.
- Willingness to learn new skills and take on additional tasks.
- Ability to get along with a diverse population.
- Ability to correct behavior of patrons in a polite but professional manner.
- Ability to multi-task and remain focused in a fast paced environment.
- Ability to follow and perform detailed directions and tasks.
- Ability to prioritize work responsibilities and duties.
- Ability to communicate clearly in written and spoken forms.
- A basic working knowledge of English spelling, grammar, arithmetic, and reading.
- Willingness to attend and participate in continuing education opportunities.
- Willingness to work evenings and weekends.
- Language experience beyond English greatly valued.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Acknowledgement: _____ **Date:** _____

The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.