

April 2018

Associate Librarian – Archives Department – La Crosse Public Library

Reports To: Archives Manager

Work Schedule: Full time, including weekend and evening hours

General Job Description

Under the general supervision of the Archives Manager, performs an advanced level of library reference work. This is a professional exempt librarian position requiring a comprehensive understanding of principles and practices and techniques related to historical and genealogical research work, with chief emphasis on delivery of outstanding service to the public. This position functions at a higher level of autonomy, professionalism and independent judgment than an entry level position. Professional development and community outreach are also key expectations. Within the general description there is opportunity for and expectation of specialization. As in all positions good judgment is needed, including good judgment in the interpretation of library policy. Performs other duties as required.

Specific Duties:

Provides top notch customer service on the front-line by assisting library patrons in the use of the Archives Department by advising them in the use of library tools and materials; researches and provides accurate answers to questions in the library, on the telephone, via e-mail, and by letter; maintains appropriate decorum and atmosphere in the Library's public spaces.

Provides in-depth research into local history for a variety of clientele in a timely manner and often needs to summarize the results into an easy to understand written or oral format.

Indexes the *La Crosse Tribune* newspaper and other appropriate local newspapers and maintains the paper and computer indexes associated with them.

Coordinates the hiring, training and scheduling of Archives' clerk as well as being responsible for their performance appraisal and daily schedules.

Coordinates and leads an active exam proctoring service for the public.

Assist archives manager in all duties and projects related to the functions and responsibilities of the department. These niche duties are assigned according to changing departmental needs and individual staff strengths/talents.

Design, develop and execute programs – both in-house and through outreach - for adults with appropriate content and at customer-friendly levels.

Participates in departmental and library wide efforts, such as scanning, shelf-reading and collection moving, weeding, programming, and the like.

Responsible for certain aspects of collection development in the Archives Department and possibly of selected subjects in the non-fiction circulating area of the Library.

Qualifications

MLS from ALA accredited institution preferred OR Bachelor's degree with three or more years of job-related experience.

- Self-motivated, able to act independently and take ownership of task completion.
- Detail-oriented and able to perform intricate tasks with consistent quality.
- Experience in using Archivists' Toolkit and/or other content management tools and software.
- Basic understanding of copyright issues in relation to archival functions.

- Extensive knowledge of Windows and Microsoft Office applications (Word, Excel, PowerPoint) and internet fundamentals.
- Excellent interpersonal skills.
- Experience with the reference interview and effective communication with a diverse clientele.
- Able to forge strong positive bonds with service clientele, with visible and evident energy and enthusiasm for serving that clientele; must be able to show empathy and compassion towards constituents.
- Strong ability to work independently and research and seek out answers to internal and external questions.
- High degree of cultural literacy and knowledge of current events with demonstrated engagement in and awareness of activities both in the community and the larger world.
- Continuous demonstrated ability with Internet and other electronic information resources and technologies; skilled at evaluating and assessing new technologies for library applications; comfortable with social media and adapting and implementing new technologies to enhance work on behalf of the team.
- Strong background or experience in scanning and photo editing software (Photoshop).
- Strong ability to self-direct with excellent collaborative, teamwork and problem-solving skills.
- Exceptional oral and written communications skills; fluent in English.
- Personable, with excellent professional image, superior planning, organizational and multi-tasking skills, and strong presentation/teaching skills as well as flexibility.
- Valid driver's license and private vehicle insurance.

Required Talents & Leadership Competencies

Talents: Service, ethics, responsibility, creativity, empathy, persuasion

Leadership Competencies: Continuous learning, flexibility, team building, customer service, interpersonal skills, oral and written communications

Physical Demands

- Frequent walking, standing (upwards of 2 hours at a time) and sitting.
- Position involves lifting and carrying at least forty (40) pounds and the ability to push at least one hundred (100) pounds on wheels.
- Extensive bending stooping, pulling, reaching handling and feeling.
- Manual dexterity; ability to operate computer keyboard and mouse.
- Good vision; correctable to 20/20 and in color.
- Clear speaking voice and good hearing.

General Requirements For All Library Employees

- Ability to project workplace image of specific job title.
- Ability to adapt to change.
- Ability to develop and maintain positive working relationships with co-workers.
- Ability to comprehend and follow library policies and procedures.

- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Participates in monthly staff, department & management team meetings.

The library reserves the right to modify this and every job description in whole or in part at any time.

DEFINITIONS FOR REQUIRED COMPETENCIES

Talents

Service: a drive to be of service to others

Ethics: a clear understanding of right and wrong which guides actions

Arranger: an ability to orchestrate

Responsibility: a need to assume personal accountability for work

Creativity: an ability to break existing configurations in favor of more effective/

appealing ones

Empathy: an ability to identify the feelings and perspectives of others

Persuasion: an ability to persuade others logically

Leadership

Conflict management: Identifies and takes steps to prevent potential situations that could result in unpleasant confrontations. Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact.

Continuous learning: Grasps the essence of new information; masters new technical and business knowledge; recognizes own strengths and weaknesses; pursues self-development; seeks feedback from others and opportunities to master new knowledge.

Flexibility: Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles. Adjust rapidly to new situations warranting attention and resolution.

Team building: Inspires, motivates, and guides others toward goal accomplishments. Consistently develops and sustains cooperative working relationships. Encourages and facilitates cooperation within the organization and with customer groups; fosters commitment, team spirit, pride, trust.

Customer service: Balances interests of a variety of clients. Readily readjust priorities to respond to pressing and changing client demands. Anticipates and meets the need of clients. In committed to continuous improvement of services.

Interpersonal skills: Considers and responds appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful, compassionate and sensitive, and treats others with respect.

Oral Communications: Listens effectively and clarifies information as needed. Facilitates an open exchange of ideas and fosters an atmosphere of open communications.

Written Communications: Expresses facts and ideas in writing in a clear, convincing and organized manner.