

Yakima Valley Libraries Archive Librarian II FLSA: Non-Exempt

Job Purpose and Summary

Performs professional level librarian duties throughout Yakima Valley Libraries including: Coordinate and maintain special collections and preserve collection materials. Will uphold the concept of Intellectual Freedom, based on the First and Fourth amendments to the US Constitution, which affords all library users the right to seek and receive information on the subject of one's interest without examination or scrutiny by others.

Supervision Received and Exercised

Reports to Public Library Services Director. May receive general supervision from assigned management staff.

Essential Duties and Responsibilities

The following duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

1. Welcomes and serves patrons of the library using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves customers without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges customer's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with customers, and verifies that customer's needs are met.
2. Coordinates and conducts a variety of professional library work for area of assignment.
3. Organizes and maintains the Library's historical collections and converts to district wide resources.
4. Ensures the proper maintenance of specialized collection materials including books, maps, directories, periodicals, government documents, and archival materials.
5. Manages and coordinates the development, implementation, maintenance, and preservation of digital projects, associated databases, and born digital records.
6. Processes and coordinates external and internal rights and reproductions requests.

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7. Evaluates and develops collection materials pertaining to the Yakima Valley history including rare books and other archival material such as maps, ephemera, and photographs.
8. May supervise interns.
9. Analyzes and assesses the physical condition of archival collections for preservation and conservation treatment.
10. Performs basic preservation treatment of archival materials, rare books, and photographic materials; prepares items for storage.
11. Creates and maintains database of all special collections in the system.
12. Keeps records and statistics. Prepares reports and develops recommendations on designated collections.
13. Performs other duties as assigned or required.

Qualifications

1. Master of Library Science and/or equivalent State of Washington Librarian certificate.
2. Two years of collection maintenance/archival work or public library experience.
3. A valid Washington driver's license.

Knowledge of:

1. Current public library operations, functions, programs and services.
2. Electronic resources, including the Internet and database information retrieval.
3. Computer standards and applications in archives and libraries, including EAD and digital imaging.
4. Digitization and metadata workflows for all digital resources in a variety of formats.
5. Processes for accessioning and preserving digital material including, but not limited to, historic photographs and documents and other institutional electronic assets, in current and legacy formats.

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6. Digitization standards and best practices for digital capture, scanning, metadata creation, description, access, storage and preservation, and software and copyright laws.
7. Current archival arrangement and description standards.
8. Theories and practices of collection development, including usage analysis.
9. Materials preservation techniques and methods.
10. Principles of intellectual freedom and the Library Bill of Rights.
11. Principles and practices of goal setting and project coordination.
12. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications, emailing systems, databases and web-based searching.

Skill in:

1. Develops and maintains special collections and rare library materials.
2. Evaluating the physical condition of archival materials and performing basic preservation treatment.
3. Keyboarding, word processing or entering data at a speed and accuracy level necessary for successful job performance.
4. Developing and maintaining good working relationships.
5. Listening to, understanding, and interpreting the concerns of library customers.
6. Effective written and verbal communications, including public speaking.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Maintain tact, courtesy, confidentiality, and discretion in dealing with the public and a pleasant, productive working atmosphere with other library employees.
3. Establish priorities and organize workload; manage time effectively and remain on task despite interruptions.
4. Establish and maintain a pleasant and productive working atmosphere and maintain composure and work under the stress of handling several tasks at one time.

5. Keep all relevant parties informed of all major issues and recommend changes as appropriate.
6. Work and communicate effectively with diverse staff in numerous locations in order to accomplish library goals and objectives.
7. Operate relevant computer systems, including hardware and software and office machines.
8. May work occasional evenings and weekends.
9. Obtain and maintain a valid Washington driver's license.
10. Attend work on a regular and dependable basis.

Work Environment and Physical Demands

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with library system staff, library customers, other libraries, agencies and organizations, will be necessary to provide and receive information.

Signature

Date