

Yakima Valley Libraries

Archive Librarian I

FLSA: Non-Exempt Professional

Job Purpose and Summary

Assists the Archive Librarian II with archival tasks throughout Yakima Valley Libraries, participates in maintaining assigned collection materials, and performs other specialized duties relative to area of assignment. 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

Receives general supervision from assigned management staff. May exercise functional, technical, and professional supervision and/or lead responsibilities over paraprofessional, technical, or volunteer staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Welcomes and serves patrons using high quality customer service practices. This includes: greets customers sincerely, speaks in a friendly manner, welcomes and serves patrons without regard to race, color, religion, gender, sexual orientation, national origin, perceived or real disability, age, ancestry, or other characteristics; acknowledges patron's presence as soon as possible, even if occupied; does not communicate any value judgment when interacting with patrons, and verifies that patron's needs are met.
2. Assists with a variety of archival library work for area of assignment, including researcher assistance, accession, cataloging, digitization and conservation, and collection description.
3. Assists with the proper care and security of specialized collection materials.
4. Assists with the preservation of institutional records and transfer of relevant records to the permanent institutional archives.
5. Participates as directed in basic preservation treatment of archival materials, rare books, and photographic materials.
6. May attend meetings and training as assigned; reads professional journals and publications; reviews current information and trends related to public library archives.
7. Performs other duties as assigned.

Final

Qualifications

1. Master's Degree in Library Science (MLS/MLIS).
2. Have or obtain a Washington State Professional Librarian Certificate.
3. A valid Washington driver's license.

Knowledge of:

1. Current public library operations, functions, programs and services.
2. Customer service standards and protocols.
3. Knowledge and support of the principles of intellectual freedom and the Library Bill of Rights.
4. Standards and applications used in archives and libraries, including DACS, MARC, DC, digital imaging tools and EAD.
5. Comply with best practices concerning preservation of archival materials including knowledge of optimal storage environments and conservation techniques.
6. Digitalization workflow, including digital capture, metadata creation, description, access, storage, and related copyright laws.
7. Knowledge of search strategies including use of the Internet, database information retrieval and classification systems.
8. 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. Using excellent interpersonal skills in a variety of situations and with a diverse library customer and staff population.
2. Facilitating the delivery of high quality, customer-focused library services to customers.
3. Analyzing collection materials, with the ability to determine the importance, origin and history of collection materials.
4. Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
5. Using independent judgment and making good decisions when resolving problems relating to patrons/public.

Final

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Use cataloging standards and applications specific to archives (DACS) and libraries, including MARC, EAD and DC.
3. Effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population. Adapt to changing needs, recognize and set priorities, and plan, coordinate and organize own work.
4. Use diplomacy and tact to establish and maintain relationships with patrons and staff.
5. Operate with a minimum of supervision and work collaboratively in a team environment.
6. Operate relevant computer systems, including the integrated library system, and online digital repository software.
7. Use resources and current library and office technologies relevant to the job duties.
8. Obtain and maintain a valid Washington driver's license.
9. 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