

**Palos Verdes Library District
Part Time Archivist/ Librarian I**

Last reviewed: October 2023
Salary Range: 50

PURPOSE

The Archivist/Librarian I is a grant funded position within the Adult Services Department. Work involves assignments in the Local History Center and requires the application of fundamental archival science principles and best practices. Schedules may vary based on the projects to include weekdays, evenings and weekend hours. The Archivist/Librarian I remains aware of community needs and assists in developing programs and initiatives to preserve community history.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only) Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Essential duties include, but are not limited to, the following:

- Advises and assists Local History Center researchers (email, phone and in-person) in a pleasant and professional manner, providing guidance with collection access or recommendations to other area collections for further research.
- Assists archivist in all archival functions including appraisal and acquisition/accessioning, processing, arrangement and description, reference and access/use services and outreach according to archival best practices and standards.
- Creates preliminary finding aids for collections according to current national standards and best practices.
- Assists archivist in special projects in particular oral history program, grant writing, digitization of historical materials and uploading files to the digital repository.
- Remains aware of technological advances and societal trends that may impact or enhance library / Local History Center services and proposes effective responses to such changes.
- Performs outreach to the community, community organizations, informs community members and organizations about the Local History Center services, programs, and collections.
- Prepares publicity and informational materials including displays and exhibits, flyers, posters, brochures, blogs, web pages, and social media.
- May plan and direct the work of non-librarian staff, interns and volunteers in Local History Center activities, programs and projects.
- Responds effectively to suggestions, requests, or concerns from library users or community members and reports to archivist where appropriate.

- Enforce library code of conduct.
- Participates in meetings, training, and continuing education programs as required / appropriate.
- Represents the District at professional meetings as required.
- Performs professional responsibilities independently and with minimal supervision.
- Performs other duties as needed.

QUALIFICATIONS

Knowledge of:

- Techniques for providing a high level of customer service to the public, volunteers, vendors and contractors and District staff, in person, over the telephone, and via email.
- Principles, practices and techniques for promoting and publicizing archival and library services, programs, and events.
- Principles and techniques used in bibliographic research.
- Community documentation practices such as oral histories, community scanning projects, etc.
- Preservation and conservation of archival materials, including proper handling, housing, and storage.
- Recent developments, current literature, and sources of information related to archival and library services.
- Applicable Federal, State, and District laws, codes, and regulations including administrative policies and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles, practices, and techniques of public relations.

Ability to/Skills:

- Perform professional Local History Center tasks as assigned including reference, accessioning, collection processing, description and outreach.
- Communicate clearly, concisely, and persuasively both verbally and in writing.
- Use computers and other technology, including software, hardware, and the Internet sufficient to be able to assist researchers, prepare reports, and use email and other communications technologies.

- React tactfully and diplomatically during interactions with staff, the public, community groups, etc. while appropriately adhering to and enforcing sound library policies, procedures, and practices.
- Maintain a strong service orientation and a demonstrated dedication to quality customer service.
- Establish and maintain cooperative working relationships with colleagues.
- Strong organizational skills and attention to accuracy and detail.
- Work both independently and collaboratively.
- Meet deadlines and apply policies and procedures consistently.
- Provide direction to Local History volunteers and interns.

Education, Licensure, and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications includes meeting all education/experience as listed below:

- A Master's degree (or within six months of graduating) from an accredited college or university with major coursework in the information sciences such as libraries and archives or masters degree in a substantially equivalent area and capable of carrying out the full range of duties of a professional Librarian.
- Six (6) months of combined professional archival experience in appraisal and accessioning, digitization, arrangement and description and reference services in archives or special collections.
- Experience with archives and records management specific software such as Archivist Toolkit, ArchivesSpace, ContentDM, Islandora, etc. and knowledge of descriptive standards.
- A valid California Class C Driver's License.

Desired Experience:

- ALA-accredited master's degree in library and information science with a focus on archival theory and practice.
- Experience with digitization projects of varying complexity.
- Experience in museums and/or with exhibits.
- Previous experience or knowledge of copyright, intellectual property issues in primary and secondary resource collections.
- Knowledge of Palos Verdes Peninsula history.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the ability to retrieve, process, and store library materials as well as enter and retrieve data using a computer. Positions in this classification frequently bend, stoop, kneel, and reach, as well as push and pull heavy book carts. Positions in this classification frequently lift and carry library materials that typically weigh less than 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Archivist/Librarian I - Grant Funded position is part time up to 18.5 hours/week.
Required to work flexible schedules including evenings, weekends, and holidays.