

**Palos Verdes Library District  
Part Time Librarian II  
Archivist**

Last reviewed: August 2021  
Salary Range: 54

**PURPOSE**

The Adult Services Librarian II/Archivist is a grant funded position. 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.

**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:**

- Applies knowledge of libraries and archives to archival processing activities according to archival best practices and standards.
- Assists archivist in all archival functions including appraisal and acquisition/accessioning, processing, arrangement and description, reference and access/use services and outreach.
- Creates EAD encoded finding aids and MARC records for the Library's online catalog 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 and maintaining the digital repository.
- Assists archivist with outreach activities including with social media postings for programs and activities in the library and in the community.
- Advises and assists Local History Center researchers (in-person, email and phone) with collection access and/or recommendations to other area collections for further research.
- Works with Local History Center volunteers and interns as needed and undertakes special projects as assigned.
- Creates subject and name authorities based on archival best practices.
- Remains knowledgeable about technological advances and societal trends that impact library and archival services.
- Performs professional responsibilities independently and with minimal supervision.
- Reports suggestions, requests, or concerns from library users to the archivist.
- Participates in meetings, committees, or projects intended to enhance services or promote consistent policies and procedures across the District.
- Attends continuing education programs as appropriate.

- Attends and completes required training and courses.
- Performs other duties as needed.

## **QUALIFICATIONS**

### **Knowledge of:**

- Community documentation practices such as oral histories, community scanning projects, etc.
- Preservation and conservation of archival materials, including proper handling, housing, and storage.
- Principles, practices and techniques for promoting and publicizing archival and library services, programs, and events.
- Techniques for providing a high level of customer service to the public, volunteers, vendors and contractors and District staff, in person and over the telephone.
- 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.

### **Ability to/Skills:**

- Work both independently and collaboratively
- Meet deadlines and apply policies and procedures consistently
- 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 customers, conduct research, 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.
- Provide direction to Local History volunteers and interns.
- Maintain a strong customer service attitude and a demonstrated dedication to quality.
- Strong organizational skills and attention to accuracy and detail

### **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:*

- ALA-accredited master's degree in library and information science with a focus on archival theory and practice required, or equivalent accredited degree such as a public history degree, with formal training in archival theory and practices.
- 2-3 years of professional archival experience and demonstrated expertise in appraisal and accessioning, working with deeds of gift and collection policies, arrangement and description and access services for archival collection of varying sizes and complexity.
- Experience with archives and records management specific software such as Archivist Toolkit, ArchivesSpace, ContentDM, Islandora, etc. and mastery of EAD, DACS, DCRM (MSS), MARC, LCSH, AACR2, RDA, and other library and archival descriptive and content standards.
- A valid California Class C Driver's License

**Desired Experience:**

- Experience with digitization projects of varying complexity.
- Experience in museums and/or with exhibits.
- Experience with disaster planning/recovery policies.
- 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**

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