

**CITY OF SPRINGDALE**  
**Position Description**

**TITLE:** Assistant Librarian (half time)

**DEPARTMENT:** Museum

**DATE:** July 1, 2005

**JOB SUMMARY:** Responsible for assisting librarian/photo archivist with duties related to photo collection, library, and research materials, as assigned.

**SUPERVISION RECEIVED:** Works under the guidance of and reports to librarian/photo archivist.

**SUPERVISION EXERCISED:** Occasionally trains and exercises direction over part-time and volunteer personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assists with cataloging and classification of books.
- Assists with cataloging and classification of photos.
- Assists with processing photographic materials, including finding aids.
- Researches photo identifications.
- Performs data entry and updates for images.
- Assists with the conservation and physical care of photo and library materials.
- Occasionally trains and supervises part-time and volunteer personnel.
- Uses library, photo collection, and other resources to assist in answering research questions by the public and museum staff.
- Assists researchers in use of photo collection and collects pertinent information on researchers and projects.
- Assists with arrangements for prints and scans to be made for the public.
- Assists with special museum events.
- Performs other duties as assigned.

**PERIPHERAL DUTIES:** Performs variety of miscellaneous duties such as answering phones, picking up supplies, opening/closing museum, serving as receptionist, giving Searcy House tours, etc. Assists other staff in performance of their duties as required.

**DESIRED MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or GED or, preferably, Bachelor's degree in American history, library science, public history, liberal arts, or related field; museum or library experience preferred.

**Necessary Knowledge and Skills:** Some knowledge of computer database systems; some knowledge of image handling and care. Detail oriented. Ability to use complex filing and research systems; ability to follow directions; ability to work in a team-oriented environment; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with volunteers, assistants, supervisor, other agencies, and the public.

**TOOLS AND EQUIPMENT USED:** Photo databases; computer including word processing and other database programs; scanner; digital and film camera; general office equipment.

**PHYSICAL DEMANDS:** Frequently required to walk, sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls and to reach with hands and arms; occasionally required to climb or balance, stoop, kneel, or crouch; occasionally lifts and/or moves up to 25 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**WORK ENVIRONMENT:** Noise level in work environment ranges from quiet to fairly noisy. Temperature and humidity levels are set for optimal collections conditions and are frequently cooler than average office environments. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.