

CITY OF SPRINGDALE
Position Description

TITLE: Assistant Librarian (quarter 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 exercises direction over volunteer personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Sorts and identifies images.
- Assists with cataloging and classification of images.
- Assists with processing photographic materials, including finding aids.
- Performs data entry and updates for images.
- Assists with classification and data entry of library holdings.
- Assists with maintenance of researcher statistics.
- Occasionally assists staff and researchers with photo searches.
- Occasionally scans images and saves them to CDs.
- Assists with special museum events.
- Performs other duties as assigned.

PERIPHERAL DUTIES: Performs variety of miscellaneous duties such as answering phones, serving as receptionist, etc. Assists other staff in performance of their duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience: High school diploma or GED; interest in American history or museum or library studies; 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 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 sit, talk, and hear; frequently required to use hands to handle, feel, or operate objects, tools, or controls. 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.