



JOB DESCRIPTION

Job title	<i>Librarian (Librarian I/II) in City Archives & Special Collections</i>
Reports to	<i>Librarian III</i>

Job Function

The Librarian I/II position is a post-MLS degree position in the City Archives & Special Collections of New Orleans Public Library requiring archival knowledge, skills and responsibilities. Employees in this position combining both the application of professional library principles and archival practices to reference service and various other assignments involving specialized local and genealogical resources. Employees in this position may also be required to supervise clerical and/or paraprofessional staff.

Duties and Responsibilities (examples of work)

- Provides instruction and reference service to patrons
- Accessions, appraises, arranges, describes, and otherwise makes available archival collections in various media (including electronic records)
- Creates Finding Aids, inventories, web content and other access points
- Creates digital surrogates for original materials
- Works with City agencies to identify and transfer records of enduring archival value to the City Archives
- Assists in the creation, design and implementation of projects
- Designs and presents presentations on local, genealogical and archival/special collections holdings to community, professional, or scholarly audiences
- Assists in the creation of exhibits of original materials, displays and digital galleries
- May plan, assign, and review the work of paraprofessional, clerical, and volunteer workers engaged in a variety of library activities
- May advise and assist with collection maintenance and collection development, analyze collection development needs, oversee selection of material, catalog incoming materials, etc.;
- May serve on system-wide teams for programming, outreach, technology, etc.;
- Maintains records/statistics and prepares reports and will handle money when needed.
- Knowledge of and ability to work within professional Archival standards and best practices
- Stays informed about NOPL services and activities;
- May act as Closing Librarian and Librarian in Charge as needed
- Positively represents the Library to the public and other agencies;
- Other duties as assigned.

Minimum Qualifications

- Master's Degree in Library Science with concentration in Archival Studies from an ALA accredited or approved equivalent graduate school OR Master's Degree in Library Science
- Must hold a valid Louisiana Driver's License
- Must be able to work at any location in the New Orleans Public Library System
- Must be able to work nights and weekends

Preferred Qualifications



JOB DESCRIPTION

- Certification with the Academy of Certified Archivists or CRA/CRM (not required)
- Previous library and/or customer service experience a plus.
- Project planning and experience working in a team environment.
- Experience with Content Management Systems such as Content DM and Archives Space
- Experience with OPACs
- Skilled in programs such as Microsoft Excel, Access and PowerPoint

Knowledge, Skills & Abilities

- Ability to get along with customers and colleagues;
- Self-motivated worker with outstanding human relations, communication skills, and a positive attitude towards public service work;
- Ability to set priorities and manage multiple priorities
- Knowledge of professional library and archives “best practice” principles
- Knowledge of basic local history and genealogical resources and tools of research, including online databases
- Knowledge of digital image scanning techniques and image capture and basic photo editing
- Knowledge of general preservation issues and principles
- Competent computer skills and knowledge of Microsoft applications
- Familiarity with principles and techniques for description, preservation, and access to electronic Records
- Familiarity with basic records management principles
- General knowledge of technology trends including mobile devices and social media;
- Ability to work independently in the absence of supervision;
- Must be able to travel throughout the Library system and to other locations for meetings and training
- Familiar with NOPL’s collection and patron population
- Ability to maintain fiscal and administrative records
- Ability to prepare written reports

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations must be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, and talk or hear. The employee is required to use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Packing and loading of materials and books will be required.
- Tasks may involve lifting and/or moving 15-44 pounds on a regular basis and driving between library sites and outreach locations.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and visual acuity to read computer screen and perform various detailed work.

Kind of Examination



JOB DESCRIPTION

- Candidate must qualify for the City of New Orleans Librarian I register

Direct reports

Not applicable.
