

## Job Description

### Derby Public Library, Derby CT

<b>Job title</b>	<i>Library Assistant/Local History Coordinator</i>
<b>Reports to</b>	<i>Library Director</i>
<b>Job Type</b>	<i>Part-time, hourly, non-exempt Library bargaining unit position</i>
<b>Location</b>	<i>313 Elizabeth Street, Derby, CT</i>
<b>Department</b>	<i>Derby Public Library</i>

#### Job purpose/General Duties

Under the direct supervision of the Derby Library Director, the *Library Assistant/Local History Coordinator* performs general circulation duties to assist Patrons with public access and internet on computers as well as assisting Patrons with local history and genealogy inquiries.

#### Essential duties and responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all the duties performed within the position and incumbents may expect to perform other related, similar duties.

- Performs general circulation duties.
- Assists patrons with public access and assistance with internet and computers.
- Assists patrons with local history and genealogy questions.
- Answers local history and genealogy correspondence.
- Organizes and maintains archival files.
- Prepares special historical exhibits, articles and programs.
- Works with local historical agencies and attends related workshops.
- Collaborates with schools to share local history and knowledge of genealogy with students.
- Participates in the selection of local history and genealogy materials.
- Maintains scrapbook of library pictures and media coverage.
- Oversees local history room.
- Maintains records of donations and send acknowledgement for such.
- Assists with other projects as needed.
- Performs other related duties as necessary or as assigned by the Department Director.

#### Minimum Qualifications

Graduation from high school or equivalent and post-secondary courses are preferred or the equivalent in practical experience. Excellent customer services skills and experience are required. Must have familiarity with the City of Derby, its history and genealogy or a strong interest in learning about the local history and genealogy. Library work experience is preferred.

#### Required Knowledge, Skills and Abilities

- Proficiency with Microsoft Office Suite, Windows, Adobe and general computer usage
- Experience working with standard office and library equipment (copy machines, etc.)

- Ability to work cooperatively with co-workers, supervisors and the general public.
- Ability to communicate effectively, both orally and in writing
- Attention to detail and timeliness.
- Must have good organizational skills, willingness to help patrons and staff and take initiative showing enthusiasm and interest in the library, programs, patrons and staff.
- Knowledge and or desire to learn local history and genealogy.
- Ability and desire to work with children, students and families as a public servant.
- Knowledge of automated library computer system, public access catalogs and internet is preferred.
- Ability and willingness to learn and follow library rules, regulations and procedures.

9/11/2024