



The Cultural Center of Hartland

**Cromaine District Library
Hartland, Michigan**

Local History Librarian

Position: Full time; 40 hours per week, including evening and weekend hours

Reports to: Adult Services Manager

Pay range: \$22-\$28/hour, depending upon qualifications.

Deadline for applications: April 30, 2024 (4:00pm)

Decision anticipated: May 10, 2024

Anticipated start date: May 24 or ASAP

BENEFITS: Full-time benefits include paid vacation, sick and business time (available after completion of the 3-month introductory period), holiday pay, paid birthday and paid bereavement leave. Sunday hours paid at time and one-half hourly rate. Health insurance (an HSA plan) is provided for the employee only, with the Library providing coverage for the premium and deductible (the employee may purchase health insurance for dependents at the library's rates). Dental insurance, optical coverage, life insurance, short- and long-term disability are all provided for the employee. TIAA-CREF defined contribution retirement is provided at 10% employer contribution and immediately vested with no required employee match. Paid membership in Michigan Library Association, along with ample opportunity to attend professional development opportunities.

Optional benefits: some telework flexibility, deferred compensation plan.

SUMMARY: Under the supervision of the Adult Services Manager, the Local History Librarian is responsible for developing and maintaining the Local History collection, providing programs on related topics, and assisting patrons with local history and genealogy research. The Local History Librarian is a core member of the Adult Services team and works daily reference desk shifts in addition to collaborating with the team to provide general services and resources.

DUTIES AND RESPONSIBILITIES:

- Develops, manages, and assists in cataloging the Local History collection of books and archival materials and other assigned collections.
- Designs and executes local history and genealogy programming for adults, creating and hosting in-house programs and arranging for external presenters, as well as assisting with other programs and events as needed.
- Provides personalized reference interviews, reader's advisory, and research assistance in-person and via phone and email, utilizing print and non-print resources.

- Properly handles and makes recommendations for preservation, housing, and usage of the Local History collection based on best practices.
- Creates and updates resource guides and finding aids to promote patron access to books and archival materials.
- Digitizes local history materials and works with the Library of Michigan to host content in their digital repository.
- Instructs the public on library navigation, online catalog, public access computers, and digital resource usage.
- Requests materials for patrons through our shared network or MeL as needed.
- Participates in outreach activities and community partnerships to further the reach of the library.
- Stays abreast of emerging library and archival trends and services through professional journals, continuing education, and networking.
- Assists other departments as needed, and other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Certification

- Master's degree from an ALA-accredited program required
- Library of Michigan certification level 1 or 2, or ability to obtain certification

PREFERRED QUALIFICATIONS:

- Knowledge of archival standards and best practices
- Knowledge of genealogical research tools
- Experience providing public library services to adults

Skills and Abilities

- Genuine interest in providing superior public service and serving adults.
- Ability and desire to achieve and maintain cooperative and effective relations with members of the public and with other employees.
- Desire to work collaboratively with the adult services team to develop services.
- Demonstrated knowledge of popular reading materials and digital resources.
- Ability to select appropriate materials for assigned collection(s).
- Desire to present innovative and traditional library programs to adults.
- Ability to work independently, take initiative, and use good judgment.
- Ability to use a variety of technologies, including operating systems, ILS, as well as varied software and applications.
- Excellent time management and effective prioritization skills.
- Displays critical thinking skills and is detail-oriented.
- Excellent written and oral communication skills in English.
- Flexibility in scheduling, including the ability to work evenings, Saturdays, and Sundays.

DEMANDS AND WORK ENVIRONMENT

Physical Demands

- Seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; walking; bending; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; picking up litter; spreading ice melt
- Standing or sitting for periods of time
- Writing or typing to complete work-related documents

Mental Demands:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Good time management: is prompt, flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to retain concentration and poise despite numerous interruptions

Environmental Demands:

- Normal interior environment

TO APPLY

Send your application (available at www.cromaine.org/job-board), resume, cover letter, and contact information for two professional references to drandolf@cromaine.org by April 30 (4pm) —Subject line should include: Local History Librarian Search {Your Last Name}.