



METROPOLITAN LIBRARY SYSTEM

Job Description

Job Title: Special Collections Librarian
Reports To: Special Collections Manager
Division: Operations

Position Code: 1190-112
Classification: Exempt
Date: 03/2024

JOB SUMMARY:

Performs a variety of professional librarian duties within the context of local history and archives including providing information and assistance to customers of all ages; planning, scheduling, and presenting programs and/or services; performing reference; building relationships with community organizations; engaging in civic participation.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

- Provides excellent service, including answering questions and helping guests locate materials and services of interest.
- Uses effective techniques, good judgment and established organizational values, and policies and procedures to resolve difficult situations with guests.
- Executes short and long-term objectives within the context of the library's strategic and tactical plans.
- Champions the library's strategic goals and initiatives with the system's mission and core values in mind.
- Uses broad and comprehensive knowledge of current library and archival methodologies to locate materials for guests, obtain information and make effective use of library resources and services.
- Participates in the overall planning, implementation, delivery and evaluation of local programs and services; contributes to the planning and distribution of promotional materials for related programs.
- Accessions, arranges, describes, and otherwise makes special collections available and accessible to guests through various media (including electronic records) in accordance with accepted standards and practices.
- Creates finding aids, inventories, web content and other access points for special collections.
- Creates digital surrogates and records for original materials.
- Engages with the community through the development and implementation of programs in the context of local history, culture, and special collections; evaluates outreach opportunities and makes changes, as necessary.
- Contributes to the growth and development of community relationships; supports and participates in civic engagement.
- Participates in community activities by providing information, answering questions, and discussing community needs for services.
- Participates in the collection of oral histories and community archiving as appropriate.
- Creates and maintains accessible, retrievable digital records and databases, incorporating current advances in electronic information storage technology, content management systems, and accessibility best practices.
- Preserve records, documents, and objects, converting records to the most appropriate durable format.
- Makes use of bibliographies, indexes, databases, digital resources, and other reference tools to answer questions and to perform bibliographic searches.
- Provides reference services to the public regarding Special Collections through the library's public hours of operation and appointment requests, both in person and virtually.
- Works with volunteers; may serve as the department's volunteer coordinator. Provides information about library programs, services, materials and collections, other departments, and policies and procedures.
- Develops library displays and merchandises materials to showcase Special Collections programs and special events.
- Coordinates with staff to measure the engagement impact of collection displays, signage, and relocations.
- Participates in special projects as assigned, such as surveys, public relations opportunities with the community, grant proposal preparation, problem-solving processes, and annual program budget process.
- Maintains professional awareness of current events, related developments and trends through reading professional literature and other news media.
- Assists in creating/editing/curating content for the web including blog posts, bibliographies, social media posts and the like, as required.

- Participates in staff meetings, engages in committee/teamwork, and completes training as necessary/required.
- Works in a manner safe to the individual and other people; follows safety rules and safe working practices; uses safety equipment as required.
- Defends the principles of the Citizen's Bill of Library Rights, the Freedom to Read Statement, the privacy of library guest records and the code of professional ethics.
- Performs other related duties as assigned.

FREQUENCY OF TRAVEL REQUIREMENTS:

- Occasional travel to other library locations
- Occasional travel within the state or nationally for appropriate professional development and networking.

INTERACTION:

- Interaction with all levels of staff and the public.

MATERIAL AND EQUIPMENT USED:

- Computer(s)/Printer(s)
- Digital Scanners
- Digital Audio and Video Recording Equipment
- General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Master's degree from an ALA-accredited college or university in Library and Information Science.

Licenses and Certifications:

- None

HIGHLY PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Enthusiasm for public service and the ability to work well with a diverse audience.
- Knowledge of best practices for archival arrangement, processing, preservation, and accessibility.
- Knowledge of research techniques for local, cultural, or public history.
- Knowledge of Oklahoma culture and history.
- Knowledge of current trends in library, archival, and/or special collections services.
- Willingness to independently generate ideas for content, programming, and library services.
- Willingness to collaborate with coworkers and community partners in ongoing goals and projects.
- Experience building community partnerships.
- Experience working with makerspace technologies.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Digital tools and resources, including navigating information sources, social media, reference materials, and databases.
- Methods and techniques of analog and digital research, data collection and evaluation, statistical analysis, and report presentation.
- Applicable state, federal and local laws, rules and regulations.
- All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Project management, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Communicating ideas and thoughts clearly, succinctly, and effectively both verbally and in writing.
- Developing and maintaining interpersonal communication and relationships with internal and external guests.
- Using tact, discretion, initiative, and independent judgment.
- Utilizing effective and creative problem-solving skills.

- Utilizing effective and creative problem-solving skills to identify and evaluate the strengths and weaknesses of possible solutions, conclusions, or approaches to challenging situations.
- Preparing clear and concise reports, correspondence, and other written materials.
- Demonstrating a flexible and collaborative work style.
- Serving as a positive agent for change within the organization.

Mental and Physical Abilities:

- Ability to effectively listen and problem solve.
- Ability to define problems, collect data, establish facts, and work towards solutions.
- Ability to manage time effectively.
- Ability to work independently.
- Ability to read, analyze and interpret professional periodicals and journals, technical procedures, and government regulations.
- Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
- Ability to travel to various locations and to access reliable transportation to do so.
- While performing the essential functions of this job the employee is frequently required to move from place to place, use hands, hold, handle or feel materials, speak and hear, and lift and/or move up to 25 pounds.
- While performing the essential functions of this job the employee is occasionally required to stoop, kneel, reach with hands and arms, and lift and/or move up to 50 pounds.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

Working Conditions:

- Work is performed in a normal office environment with little exposure to outdoor temperatures, regular exposure to dirt and dust.
- Occasional evening or weekend work required.
- This position is eligible for Core and Emergency telework.

SUMMARY STATEMENT:

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. Any essential function or requirement of this job will be evaluated as an interactive process, as necessary, should an incumbent or applicant be unable to perform the function or meet the requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent or applicant so long as accommodation does not create an undue hardship to the System or if doing so causes a direct threat to the individual or others in the workplace and the threat cannot be eliminated by reasonable accommodation.

NOTE: The System reserves the right to amend or change this job description from time to time and/or assign other tasks for the Employee to perform as the System may deem appropriate.