

REFERENCE ASSOCIATE

Position Code: 1423

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 347 (\$32,620 - \$51,016)

Location: Library

Approval Date: 2010

General Statement of Duties

Oversees the development, implementation, and preservation of three major collections- Local History, Rare Books, and Genealogy with shared oversight of the North Carolina Collection. Performs specialized professional/paraprofessional duties in the area of preservation, exhibit development and implementation, conservation, acquisitions, collection development, cataloging, and community outreach.

Distinguishing Features of the Class

An employee in this class provides in-depth research and reference assistance; prepares bibliographies and booklists for use; prepares catalogue records and accession records; works with community organizations, civic organizations, groups, and others in the preserving of their records; and acquires items for the local history and genealogical collections. The employee also prepares policies and plans for the Special Collections; is responsible for the preservation and conservation of artifacts, materials, and original items of the library, all artwork, and other such items as well as the care and preservation of the original library building. In addition, an employee in this class oversees the usage, policy, and exhibit schedule for the display cases in the original library and scheduling use of the Burke room. Reports to the Head of Adult Services.

Duties and Responsibilities

Provides expertise in collection areas such as document and manuscripts, rare books, photographic records, maps of record, maps, art, history, local history, archives, and genealogy among others.

Develops and implements conservation and preservation measures for local historical, archival, and genealogical materials including rare books and electronic resources.

Conducts collection development based on available research, trends in the field, and usage data.

Organizes and participates in outreach programs regarding the Special Collections and its related projects and conducts classes and tours.

Develops ways to increase the digital accessibility of the Special Collections.

Conducts research into local history and genealogy based on patron requests and needs.

Develops policies, procedures, and classification systems for the Special Collections.

Develops volunteer structure for the Special Collections and supervises volunteers.

Operates and assists with maintenance of Special Collections computers, microform and other equipment related to the Special Collections and library.

Assists in the development of overall strategic, technology, and budgetary planning for the library.

Develops and maintains special files, bibliographies, collections and resources, both print and non-print.

Monitors the developments in the library, archival and museum professions, participates in activities, conferences and workshops, and prepares grant applications.

Performs other duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Thorough knowledge of archive, museum and library cataloging, collection development, preservation, and organization for special collections.

Knowledge of reference sources and research techniques in archival and historic materials using print, non-print, and electronic resources.

Considerable knowledge of the organization and functions of local governments.

Considerable knowledge of computer maintenance, software and hardware applications, and ability to learn new technologies and techniques.

Ability to implement the principles and practices of budget management.

Ability to plan, organize, and implement archival and local history reference, services, activities and outreach.

Ability to establish and maintain effective working relationships with library staff, volunteers, support groups, community groups, organizations, and others.

Skills in communicating and presenting ideas effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, standing, walking, reaching, grasping, fingering, talking, lifting, bending, pushing, pulling, hearing, and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to maintain records, read book spines, and operate computers.

Minimum Education and Experience

Master's Degree in Library Science, Archival Management, History, Public History or Museum Studies from an accredited college or university and two to four years of experience in reference, local history, or archival management in a public, special or academic library or museums; or an equivalent combination of education and experience.