



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **LIBRARY HISTORIAN**
Jurisdictional Class: Competitive
Civil Division: Seymour Library
Adoption: CSM 09/13/2017
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for acquiring, controlling, preserving, making available and promoting use of historical records and other materials in a public library. An employee in this class formulates policies and procedures related to the special collection. The Library Historian reports directly to the Library Director and has wide latitude to perform work independently. An employee in this class supervises both professional and clerical library staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and maintains institutional records;
Maintains and manages library archives, photographs, and rare books;
Manages archival processing, research and reference;
Creates exhibitions;
Provides reference services and assistance for users needing archival materials;
Assesses users' needs;
Develops and maintains special files, bibliographies, collections and resources;
Develops and implements guidelines, standards, policies and procedures relating to the maintenance of the collection;
Resolves patron complaints using independent judgment;
Interprets library policies and procedures to the public;
Acts as principal liaison with local history and genealogy groups;
Supervises, evaluates and assigns duties to volunteers and professional and clerical staff;
Prepares grant applications;
Assists in preparation, monitoring and administration of program budget;
Plans, coordinates, and conducts public awareness events, programs, tours and classes;
Prepares a variety of oral and written reports and materials;
May be responsible for library facility or unit of library facility and security of building;
Meets with citizens, special interest groups, and other committees;
Monitors new developments within the library, museum or history profession, incorporates new developments into programs and services;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
Operates and assists with maintenance of computer, microform and other equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of collection development principles; Good knowledge of principles and practices of historical items, preservation and organization; Good knowledge of general library services, organization and procedures; Customer service skills; Ability to use technology, computer, microfilm machines, etc.; Ability to train, plan, direct and evaluate the work of staff and volunteers; Ability to communicate effectively both orally and in writing; Ability to interpret policies; Ability to supervise subordinates in a manner conducive to full performance and high morale; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Master's Degree in Library Science, Archival Science, History, or Museum Studies; OR
- (B) Graduation from a regionally accredited or NYS registered 4-year college with a Bachelor's Degree as indicated above AND one (1) year of professional library experience; OR
- (C) Any equivalent combination of experience and training as defined by the limits of (A) and (B) above.