

**Name:****Job Title:** Librarian**Reports to:** Head of Library & Archives**Organizational Level:** Library**PD Prepared by:** Stuart Sanders**Department:** Kentucky Historical Society**Class Title:** KHS Librarian II-KHS**Division:** Research & Collections**Position Number:** 31136701**Position Type:** Full-time, Non-exempt**Hire Date:****Job Summary:**

The KHS Librarian works to fulfill the mission of the Kentucky Historical Society and helps their colleagues throughout the organization succeed. This position plays an integral part on the Research and Collections team by promoting the use of and access to the collections of the Martin F. Schmidt Research Library, including print, serial, rare imprint, manuscript, graphic, and audiovisual materials. This position provides technical services and specialized collections management for the library, catalogs library materials, administers the library catalog software system (WMS), oversees interlibrary loans, and helps supervise the reading room. The Librarian is also responsible for providing reference services onsite at KHS as well as via mail, email, and phone.

Essential Duties and Responsibilities:

- Provide technical services and collections management for the KHS library
 - Catalog and maintain the KHS library collection
 - Manage the library catalog software system (WMS)
 - Work with colleagues on the acquisition of new library materials
- Coordinate collections maintenance projects and ensure the stewardship of the library collection
 - Oversee inventory, shelf reading, and reference services statistics
 - Manage staff, interns, and volunteers assisting with these projects.
- Provide reference services to researchers both in person and via phone, email, and written contact
 - Work shifts on the library reference desk, which includes assisting patrons with research
 - Conduct research requests for offsite patrons
- Provide periodic reading room supervision
 - Promote and uphold the KHS collections and access policies/procedures among patrons, staff, and volunteers
- Provide Interlibrary Loan services
- Occasionally develop promotional materials, public programs, and tours focused on library collections



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- Through advanced problem resolution and communication skills, demonstrate consistent leadership in providing professional, patron-driven services.

Qualifications:

Education/Experience – Master’s degree in Library Science or equivalent, one (1) year of experience working with reference services in a public setting.

Communication – Advanced writing skills including the ability to communicate with diverse groups of people in both formal and informal settings, and fluency in social media tools/communication strategies and other forms of content creation.

Computer Skills – Demonstrated proficiency in complex computer skills required, including Microsoft Office, and collection management systems (e.g. OCLC, Connexion, etc.).

Working Conditions:

- *Work Environment:* Must have strong organizational and administrative skills and the ability to work collegially with staff, volunteers, and the public. Must be willing to work weekends, some holidays, and occasional evening hours, and offsite travel.
- *Physical Demands:* Must be able to lift materials of up to 25 lbs. Must be able to use a computer keyboard, must be able to visually inspect documents and make decisions from such, and must be able to remain stationary for long periods (sitting/standing).

Competencies/Behavior Dimensions:

- *Passion for Kentucky history:* Passion for the KHS mission and core values: service, discovery, excellence, authenticity, stewardship. Possess the ability to communicate this passion to others.
- *Embrace Diversity:* Commitment to inclusiveness and empowerment.
- *Behave Ethically:* Understand ethical behavior and KHS Policies and Procedures, and ensure that own behavior and the behavior of others are consistent with these standards and align with the values of the organization.
- *Communicate Effectively:* Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- *Creativity/Innovation:* Develop new and unique ways to improve operations of the organization and to create new opportunities.
- *Foster Teamwork:* Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- *Lead:* Positively influence others to achieve results that are in the best interest of the KHS.



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- *Make Decisions:* Assess situations to determine the importance, urgency, and risks and make clear decisions that are timely and in the best interests of the KHS.
- *Organize:* Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
- *Plan:* Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- *Solve Problems:* Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- *Build relationships:* Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the KHS.
- *Focus on client needs:* Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- *Professional Development:* Actively participate in agency-approved internal and external professional development events, as needed or directed by the supervisor.

Direct Reports:

None.