

CITY OF REDWOOD CITY LOCAL HISTORY SPECIALIST I/II

DEFINITION

To perform a variety of professional duties in the Library by providing for the acquisition, classification, storage, access to and retrieval of materials in the Library's Local History Collection.

DISTINGUISHING CHARACTERISTICS

Local History Specialist I: This is the entry level class. Work involves responsibility for the library's Local History Collection, or assignments in any library program area which requires the application of fundamental archival principles and practices. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees; however, the employee must be able to perform with some degree of independence and, as experience is acquired, perform with increasing independence.

Local History Specialist II: This is the journey level class. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Local History Specialist I, or, when filled from the outside, require prior professional library or archival work experience. Appointing authority will approve promotion to higher class based upon the employee's ability to perform substantially the full range of duties for the class and meet the qualification standards for the class. A Local History Specialist II works under direction and is expected to perform the entire range of moderately difficult professional duties requiring a complete knowledge of departmental policies and procedures. Work in this class is distinguished from that of a Local History Specialist I by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate.

SUPERVISION RECEIVED AND EXERCISED

Local History Specialist I

Receives general supervision from higher level librarian positions.

May exercise direct and functional supervision over technical and clerical library staff.

Local History Specialist II

Receives direction from higher level librarian positions.

May exercise direct and functional supervision over technical and clerical library staff.

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LOCAL HISTORY SPECIALIST I-II (*Continued*)

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide accessibility of local history materials to the public; advise and assist patrons with research questions involving the Local History Collection; demonstrate the use of finding aids and basic archival research techniques; refer patrons to other research agencies if appropriate.

Assist in the development, implementation, and evaluation of community projects which use materials from the Local History Collection.

Perform outreach to the community, community organizations and schools.

Evaluate new donations and select materials for acquisition or disposition in accordance with local history and library policies.

Classify and catalog new acquisitions.

Maintain and update catalog files and inventories.

Organize and maintain all materials in accordance with proper archival preservation methods.

Serve as library liaison to the Archives Committee; advise and assist members with projects involving the Local History Collection, including preservation techniques and proper usage of materials; attend monthly Archives Committee meetings.

Work with volunteer staff, including supervision of projects executed by volunteers, training volunteers for specialized tasks, and giving support to volunteer staff.

Provide the planning, development, implementation and evaluation of programs, services, displays and talks which promote use of the Local History Collection.

Compile local history activity reports and statistics.

Participate in meetings as appropriate.

Attend and represent the library at professional meetings as appropriate or required.

Select, supervise, train and evaluate staff; prepare work schedules and provide adequate staff support.

Perform related duties as assigned.

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QUALIFICATIONS

Local History Specialist I

Knowledge of:

Principles and practices of professional archival work including methods, practices and techniques of appraisal, acquisition, arrangement, retrieval, access, classification and preservation.

Computerized cataloging, bibliographical and circulation system data bases and rules for entry of materials.

Library methods, techniques and sources.

Materials and services available in public libraries.

Ability to:

Perform technical and professional archival tasks.

Work well with volunteers.

Operate computerize cataloging, bibliographical and circulation system data bases.

Assist library patrons in response to local history and related library questions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Communicate clearly and concisely, both orally and in writing.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

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Training:

Possession of a certificate in Archival Studies from an accredited college or university, or possession of a Master of Library Science degree from an American Library Association accredited college or university.

Local History Specialist II

In addition to the qualifications for Local History Specialist I:

Knowledge of:

Community agencies' functions and resources.

Policies, procedures and functions of the library system.

Principles and practices of supervision, training and budgeting.

Ability to:

Work independently.

Supervise and train subordinates.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in an historical institution or organization, or one year of experience working with a significant local history collection and service to clientele. (A one-year internship may be substituted for professional experience.)

Training:

Possession of a certificate in Archival Studies from an accredited college or university, or possession of a Master of Library Science degree from an American Library Association accredited college or university.

Effective Date: April, 1988

Bargaining Group: Service Employees' International Union - Local 715