

TITLE: LIBRARIAN-III (Head of Special Collections)
LEVEL: M-9 \$54,708 - \$66,732
DEPARTMENT: NEW BEDFORD FREE PUBLIC LIBRARY

FUNCTION: Responsible for the direction and management of the New Bedford Free Public Library's Special Collections Department, consisting of the Archives, Genealogy and Art collections; and responsible for the promotion, preservation and development of the materials it contains. The Head will engage in outreach to reinforce the importance of these locally, regionally and nationally significant historic materials; expand researcher access to the collections through various means, including the use of new technologies; develop an on-line presence for the collections; and support activities to preserve and protect the collections. The Head of Special Collections will also serve as archivist and has primary responsibility for the appraisal, acquisition, processing and preservation of the library Archives, currently consisting of approximately 1300 linear feet of material.

SUPERVISION RECEIVED: Works under the broad policy guidance and direction of the Library Director.

SUPERVISION EXERCISED: Exercises supervision over two full-time employees, Library Assistant II (Genealogist) and Librarian II (Curator of Art); as well as volunteers, interns and other part-time, contracted or temporary personal as assigned by the Library Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Manages and oversees the acquisition, processing/cataloging, preservation, public service and outreach activities of the Special Collections Department.

Develops and implements priorities and long-term planning for the Special Collections Department.

Develops and maintains professional policies and procedures for managing and processing archival, genealogical, rare book and institutional records collections.

Appraises, organizes, describes and arranges the archival collections, prepares EAD compliant finding aids and creates original MARC records, or oversees others undertaking these tasks.

Assesses and prioritizes processing needs of the backlog of unprocessed manuscript and rare book materials, as well as newly-acquired materials; devises and implements processing plans.

Provides reference services to researchers using the library Archives.

Actively promotes the Special Collections to the scholarly and public communities.

Cultivates relationships and collaborations with area academic and cultural organizations.

Cultivates prospective donors of archival materials.

Collaborates with the Library Director on grants development, grant writing and related activities.

Maintains records and reports as required by the Library Director.

Provides professional advice on library issues to the Library Director. Communicates official plans, policies and procedures to staff and general public.

Plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; assigns duties and examines work for exactness and conformance to policy and procedures; reviews progress and directs changes as needed. Maintains harmony among workers.

Assures that assigned areas of responsibility are performed within budget; performs const control activities; monitors revenues and expenditures in assigned areas to assure sound fiscal control; prepares annual budget requests in assigned area; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Represents the Library at appropriate conferences and updates staff on the latest Special Collections practices.

Strives to meet the objectives of the library as established by the Board of Trustees. Performs other related duties as assigned.

PERIPHERAL DUTIES: Serves as a member of various City employee committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience: Master's degree in Library Science from an ALA accredited institution with a concentration in archival studies or management. Undergraduate degree or strong subject knowledge in American history, particularly 19th century New England history, is highly desirable. Minimum five years' professional experience in positions of increasing responsibility in special collections or archives.

Necessary Knowledge, Skills and Abilities: Demonstrated experience in oversight of archival collections, institutional records and rare book collections. Demonstrated knowledge of archival theory, practice, and national and international descriptive standards and best practices, including *Describing Archives: A Content Standard* (DACS), EAD, MARC, LCSH, LNAF. Demonstrated experience in the appraisal, processing and description of archival materials. Knowledge of emerging technology applications pertaining to special collections. Past supervisory experience in special collections or archives. Demonstrated project management experience. Demonstrated experience in fundraising and writing successful grant proposals. Experience with digitization projects. Strong oral and written communication and organizational skills. Ability to establish and maintain effective working relationships with patrons, employees, supervisors, other agencies and the general public. Ability to work a flexible schedule, including evenings and weekends. Familiarity with genealogical research techniques desirable.

SPECIAL REQUIREMENTS: Valid Massachusetts driver's license or ability to obtain one. Mandatory CORI (Criminal Offender Record Investigation) background check.

TOOLS AND EQUIPMENT USED: Library computer system; specialized collections management software (ex. Archivist's Toolkit, PastPerfect).

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to forty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is generally quiet.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.