

POSITION VACANCY ANNOUNCEMENT

**Library Assistant 3
FTE .5**

**Local History
Adult Services Department**

Position Summary: Responsible for providing support for the agency of Local History within the Adult Services Department under the supervision of the Local History Librarian. Duties to include performing public service desk duties and clerical support for the delivery of comprehensive and diverse local studies, archives services, and programming.

Duties and Responsibilities

1. Assists patrons at Local History public service desk; responds to patron inquires and assists in the location of local history and genealogical information and materials.
2. Facilitates the Local History correspondence services; receives and evaluates patron requests for information, responds to requests appropriately and in a timely manner, communicates payment details with correspondence patrons and collects and tracks usage data.
3. Provides support for Local History programming.
4. Supports the maintenance of the local history collection: subject/name indexes and files, online databases, etc.
5. Inputs updates to the local history section of the KPL website and works with local history staff on new website projects and contributes to blogs as assigned.
6. Performs general clerical support tasks for the Adult Services Department.
7. Processes orders for printouts from microfilm, online databases, records payments
8. Assists with supervision of hourly staff: proofs data input into databases; oversees some of the work of hourly staff
9. Performs limited retrospective indexing of Kalamazoo Gazette
10. Participates in departmental meetings, library-wide committees, and training opportunities.
11. Performs other duties as assigned.

Minimum Qualifications

- Demonstrated proficiency in Microsoft Word and Outlook programs with general knowledge of electronic file management.
- Proven interest in Kalamazoo area history and genealogy.
- Two years of clerical experience with demonstrated skill in composition of business correspondence.

Desirable Qualifications

- Previous library experience.
- Demonstrated intellectual curiosity.
- Two years of college experience including history course work.

Salary

\$15,200 annually; Entry level (or closest step to current salary for transferring employee); prorated medical insurance, vision, dental, LTD and life insurance; paid vacation, sick leave and holidays.

Schedule

20 hours per week to include afternoons and evenings as scheduled; every 4th Saturday.

Applications available in Administrative Services or at www.kpl.gov

Completed application, cover letter, and recent resume should be sent to Terry New in Human Resources office.

Deadline: Tuesday August 9, 2011 at 5:00 pm