

LIBRARY ASSISTANT 2 – ARCHIVES

JOB DESCRIPTION

Department:	Champaign County Historical Archives	Benefits	<i>See Leave Policy.</i>
Division:	N/A	Time:	Maximum of 999 hours per year, as determined by Library needs, including evening and weekend hours.
Job Type:	Non-Civil Service	FLSA Status:	Non-Exempt
Reports To:	Archives Manager	Pay Grade:	25-H

JOB SUMMARY

The Library Assistant 2 – Archives provides information services and retrieves archival records for patrons; processes archival and other Library materials; participates in outreach and programming; provides excellent customer service; and carries out other duties as assigned. The Library Assistant 2 – Archives reports to the Archives Manager.

ESSENTIAL FUNCTIONS

- Provides information services and bibliographic instruction to patrons.
- Retrieves records for patrons.
- Assists patrons with the Local History Online catalog and other online resources; computer software; microfilm readers; scanners; and copier.
- Processes archival materials, books, serials, and other Library materials.
- Assists with creation of marketing and display materials.
- Assists in preparing and implementing programs and/or outreach activities for groups of all ages.
- Upholds Library Rules of Behavior and other Library policies and procedures.
- Assists with training for new staff members and volunteers.
- Handles monetary transactions with accuracy.
- Assists in updating procedures and training materials.
- May create and/or maintain schedules for Library staff.
- Performs other duties as assigned.
- Attends department and other meetings as scheduled.

JOB REQUIREMENTS

Education & Experience

- High school diploma or equivalent required.
- One year successful, continuous work experience required.
- Training or experience in information services preferred.
- Training or experience in archives and special collections setting preferred.
- Public service and library experience preferred.
- Experience with electronic resources desired.
- Prior experience with the Polaris ILS desired.
- Bilingual skills (especially Spanish, French, or Chinese) desired.

Knowledge of

- Print and digital information sources.
- Local history and genealogical resources preferred.
- Library automation systems preferred.

Skills

- Strong commitment to excellent public service; friendly, energetic, and adaptable.
- Excellent organizational, interpersonal, and decision-making skills to work effectively with patrons and staff.
- Excellent communication skills.
- Dependability and honesty.
- Commitment to serving a diverse community.
- Physical strength and agility sufficient to perform assigned tasks.

Ability to

- Serve patrons calmly and diplomatically in a consistently friendly and courteous manner.
- Use a variety of workplace technologies, including the Microsoft Office Suite and Internet.
- Learn complex, detailed routines, procedures, and library software.
- Understand and follow detailed oral and written instructions.
- Learn, follow, and enforce all relevant Library policies and procedures.
- Complete work with accuracy while working in a fast-paced environment.
- Work with patrons and staff in a consistently friendly and courteous manner.
- Work in a team atmosphere in a consistently cooperative manner.
- Assume responsibility and work efficiently without direct supervision.

- Work full range of Library hours, including evenings and weekends.
- Work additional hours beyond those regularly scheduled as necessary and based on the Library's needs.

Licenses, Certifications, and Memberships Required

- None.

CONTACTS: INTERNAL/EXTERNAL

- Daily contact with patrons and staff.
- Frequent contact with callers.

SUPPLEMENTAL INFORMATION

Working Environment: *The work environment characteristics described herein 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 work will occur primarily at The Urbana Free Library.
- Occasionally, staff perform outreach at off-site locations.
- Typical work schedule could include any hours that the Library is open in addition to time before and afterwards, with flexibility depending on the needs of the department.

Physical Strength and Agility: *Physical strength and agility sufficient to perform assigned tasks:*

- While performing the duties of this job, the employee is frequently required to walk, sit, and talk or hear.
- The employee is frequently required to use hands to handle, feel or operate objects, tools, or controls; to keyboard; and to reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress; and the ability to adjust focus to both print and electronic text.
- Hearing: Hear in the normal audio range with or without correction.
- Other: Lifting, pushing, and keyboarding.

The physical demands described herein 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.

The duties listed above are intended only 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.

The Urbana Free Library is an Equal Opportunity Employer.

Last updated: May 2023