

Librarian II - Head of Genealogy/Special Collections

Answers to: Assistant Director - Director

Nature of work: Develops and manages the genealogy and special collections departments.

Essential duties and responsibilities: Supervises and trains staff in genealogy and special collections departments. Collection development. Prepares work schedules for department staff. Develops special projects and programs to promote genealogy and special collections. Other duties as required.

Required knowledge, skills, and abilities: Extensive knowledge of the principals and practices of librarianship. Extensive knowledge of the specialty areas of genealogy and special collections. Extensive knowledge of library materials and resources. Skill in the operation of library equipment. Ability to plan and supervise work of others. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective relationships with employees and the public. Skill in the use of a computer in a Windows environment.

Physical requirements: Work is performed in an office environment and requires sitting, standing, stooping, walking, and lifting of objects weighing less than 25 lbs.; may require lifting of objects weighing in excess of 25 lbs. occasionally. Common skills of mobility and dexterity.

Required qualifications: Master's Degree in Library Science from an accredited school of library science + 2-5 years of experience in the specialty areas + at least 1 year of supervisory and/or management experience.

The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.

The Ouachita Parish Public Library is an equal opportunity and an At-Will employer.

A criminal background check and a drug screening are part of the pre-hire process.

FLSA STATUS: NON-EXEMPT

7/18/13