Reference Librarian – Arts & Special Collections - Genealogy & Local History/Main Library

Date Posted: 2/23/2022

POSITION SUMMARY: This position is responsible for being a leader in and advocating for the library's art and special collections. The key responsibility of this role is promoting engagement with the collections, while maintaining security and preserving their physical condition for future generations. We serve a diverse and vibrant community; this position will work to ensure that the collections represent the community’s diversity.

DUTIES:

- Serves as the point person for the special collections working independently within a team, managing projects with support and guidance from the department manager
- Serves as liaison to community art schools/classes facilitating visits, displays, and engagement
- Works with the Cataloging and Processing Department and the Digital Services Team to affect access to special collections materials
- Serves as a resource to assist with collection development and maintenance including collection valuation, acquisition, and de-selection
- Assists in identifying rare and valuable materials in the regular collections
- Works with Conservation Services to determine appropriate treatment and housing of materials for exhibit, scanning and storage.
- Work to make the special collections and the stories they contain available in various mediums and curated on our Digital Library, via online/ in-person exhibition, and through thoughtful and approachable long form content
- Answers library users’ reference and readers’ advisory questions in person, over the telephone and by e-mail, using materials in a variety of formats (i.e. books, periodicals, newspapers, microfilm, and indexes, public online catalog, on-line resources and the Internet)
- Interprets the Library’s policies and procedures to the public in a customer-responsive manner.
- Responsible for the supervision and operation of the department in the absence of more senior personnel
- Presents information about library services and programs to individuals and groups
- Assists and participates in staff development activities including workshops and meetings
- Regular and reliable attendance is required.

QUALIFICATIONS:

- Understands and supports the Library’s mission, vision, culture, and structure, and demonstrates a comprehensive understanding of the Library’s policies and procedures.
- Demonstrates a commitment to diversity, equity and inclusion efforts of all colleagues and customers regardless of age, cultural background, ability, ethnicity, family status, gender identity, immigration status, national origin, race, religion, sex, sexual orientation, socioeconomic status and veteran status.
- Interacts with members of diverse ethnic and socio-economic communities, children, staff and management in a respectful and professional manner that reflects the Library’s values.
- Demonstrates professionalism in all settings, including an orientation toward teamwork, collaboration & building common ground with peers; arriving to work reliably, regularly, and on time; and behavior that is consistent with building a strong organizational culture, while performing work duties.
- Demonstrates exceptional on-brand customer service to internal and external customers by consistently fulfilling customer needs and expectations.
Handles and responds to concerns, complaints, and difficult situations with patience and tact.
Demonstrates strong technology skills with the ability and willingness to learn new skills quickly.
Communicates effectively in person, on-line, or by telephone, including formal communication and presentations, while consistently providing high quality, proactive service to internal and external customers
Possesses the ability to make independent decisions when circumstances warrant such action.
Ability to maintain confidentiality of customers, peers, and branch/department.
Ability to seek out new methods and principles and be willing to incorporate them into existing practices.
Seeks, accepts and incorporates feedback and direction.
Self-motivated with excellent interpersonal skills, including building and enhancing diverse relationships.
Analytical ability to understand and solve unusual or difficult reference questions by supplying information well suited to the user.
Attends and participates in continuing educational programs designed to keep you abreast of changes in your profession.

JOB LOCATION:
Cincinnati, OH, United States

POSITION TYPE:
Full Time

EDUCATION:
- MLS Degree from an ALA accredited program or equivalent preferred
- Minimum of 2 years of equivalent experience working directly with Arts & Special Collections.
- Knowledge of reference materials in a variety of formats

PREFERRED QUALIFICATIONS:
2-4 years of equivalent experience working directly with Arts & Special Collections preferred.

HOURS:
40 Hours week, including evenings and weekends.

SALARY:
Grade 7: $46,030.40 - $66,747.20 annual

DEADLINE:
Until Filled

Interested candidates should submit their resume and internal application to:

https://www.cincinnatilibrary.org/info/employment.asp

Equal Employment Opportunity Employer