History Library Associate/Assistant Archivist:
The Troy Local History Library is seeking a part-time History Library Associate/Assistant Archivist to provide excellent customer service to patrons and assist in the day-to-day operations of the Library.

Schedule would include approximately ten regular hours per week plus opportunities for additional substitute hours. Starting pay rate is $12-$15 per hour. In addition, we pay 8.5% of your 10% OPERS contribution. Submit an application, available on our website, to dbradford@tmcpl.org. Application and full job description can be found at: https://www.tmcpl.org/about/job-opportunities. This position will remain open until filled.

Essential Duties/Responsibilities:

- Assists patrons with genealogical and historical questions.
- Responds to correspondence from individuals seeking local historical and/or genealogical information.
- Catalogs materials for filing in the collection.
- Conducts local historical and genealogical research, packaging it for patron use.
- Instructs patrons in the use of the online card catalog, Internet, databases and other library equipment.
- Develops and/or assists with programs.
- Opens and closes the library ensuring readiness to serve patrons throughout hours of operation and the security of the building upon closing.
- Plans and prepares promotional displays.
- Maintains basic cleanliness and order of public and staff areas.
- Follows all safety procedures and policies.
- Keeps abreast of information by regularly reading email, the staff intranet site and by attending all-staff meetings.
- Other duties as may be assigned.

Required Skills, Knowledge and Abilities:

- Knowledge and appreciation of library materials, including digital services.
- Ability to serve the public effectively drawing from resources available in the library.
- Ability to work independently.
- Ability to assess, troubleshoot and solve problems.
- Solid clerical skills and attention to detail.
- Excellent interpersonal, written, and verbal communication skills.
- Proficient computer skills including basic troubleshooting, using the the ILS, MS Office, internet and email required.
- Ability to work cooperatively with other library staff and patrons.
- Must be able to work some evening and weekend hours.

Education/Experience:

- High School Graduate required; BA or BS in related field desirable
- Library experience and genuine interest in local history/genealogy
Working Environment and Physical Requirements:

The work environment is typical of such climate controlled places as offices, meeting and training rooms, libraries, and residences. Requires common safe workplace practices while operating office equipment, avoidance of trips and falls, and correct lifting technique.

- Ability to operate standard office equipment.
- Ability to stand for extended periods of time.
- Ability to lift and move up to 40 pounds.
- Ability to push book trucks with materials on them.
- Ability to perform repeated reaching, bending, kneeling, climbing and squatting.
- Requires regular participation and attendance at events and trainings.
- Requires ability to travel to off-site locations.