

Job Summary

Under the supervision of the Head of Local History Center, provides professional archival, reference, and outreach services on behalf of the Local History Center and CADL branches, for all ages and special interest groups. Responsible for processing, arranging, and describing archival collections, applying accepted conservation treatments, and managing digital preservation workflows. Develops and maintains assigned library collections, provides programming and community outreach, and instructs patrons and staff in the use of local history resources. Acts in charge of the Local History Center as needed, during open hours and in the absence of the Head of the LHC.

Duties and Responsibilities

- Processes, arranges, describes, and creates finding aids and catalog records for archival collections, manuscripts, photographic materials, and electronic records following professional archival standards.
- Develops and maintains local history and archival collections at the Local History Center and branch locations using accepted conservation and preservation treatments.
- Implements digital preservation practices and manages digital collection workflows, ensuring the long-term accessibility and security of digitized historical assets (audio, video, photographs, text, and electronic records).
- Assists organizations, groups, and individuals with complex local history and archival research needs, providing detailed reference, research assistance, and advisory services.
- Plans, presents, and supervises programming, workshops, and group tours for patrons of all ages.
- Plans and implements special projects, community outreach activities, and exhibits involving the promotion of local history collections, often with community partners.
- Provides advisory service on local history, archives, and programming to branch libraries and fills branch requests for information, materials, or resources.
- Pursues grant funding and assists in grant administration for the processing, conservation, digitization, and imaging of local history collections.
- Instructs patrons and library staff in the use of local history collections, archival databases, microfilm, and specialized research tools, and conducts group tours or workshops.
- Explains library and archival policies, handling procedures, and security protocols to the public.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Minimum Qualifications

- Possession of a Master's Degree in Library Science or its equivalent from an ALA-accredited institution, with a completed course of study in Archival Studies.
- Possession of a Michigan Librarian's Professional Certificate Level 2. Or ability to acquire.
- Certification as an Archivist (CA) is desired.
- A minimum of two years professional experience in processing archival collections, preparing finding aids, and managing electronic records.
- Thorough knowledge of archival administration principles, conservation methods, digital preservation practices, and emerging technology trends related to digital collections.
- Knowledge of library organization, reference materials, specialized commercial databases, and research methodologies.
- Effective written and oral communication skills.
- Ability to organize, direct, and supervise the work of assigned staff, volunteers, and grant personnel.
- Ability to establish and maintain effective working relationships with co-workers, community organizations, and the public, conducting oneself with tact and courtesy.
- Successful completion of a one-year probationary period.
- Be physically able to perform the essential functions of the job, including handling fragile historical materials and lifting archival boxes, with or without reasonable accommodation.