



CARLSBAD CITY LIBRARY

Georgina Cole Library
1250 Carlsbad Village Drive

- 40N-2008-01

POSITION: History Room Librarian

LOCATION/DIVISION: Carlsbad History Room, Georgina Cole Library

HOURS: Up to 19 hours per week, nights and weekends, some weekday shifts

SALARY RANGE: From \$20.00 per hour depending on qualifications

DUTIES & RESPONSIBILITIES:

- Assesses user needs, assists them in making effective use of the collection, and answers reference questions
- Under the supervision of Head of Reference, manages the daily operations of the Carlsbad History Room
- Provides for collection development by locating, selecting and acquiring local history materials in a variety of formats such as: photographs, books, documents, newspapers, microfilm, video, and audio
- Organizes and describes the records in accordance with accepted standards and practices
- Ensures the long-term preservation of the collection through accepted practices of proper archival preservation
- Develops and maintains special files, bibliographies, indexes and finding aids
- Assists in the planning and implementation of library programs related to the History Room Collection
- Supervises, schedules and trains paraprofessional, clerical and volunteer staff
- Works with other staff to develop policies and procedures
- Markets the History Room collections and resources to the community and other City departments
- Provides training in accessing the collection for Library staff

IDEAL CANDIDATE:

Has knowledge and experience related to local history, archival practices and the principles of preservation. Has ability to perform a variety of professional level duties involving the selection, acquisition, classification, maintenance (both physical and intellectual) of print and non-print materials of enduring value relating to local history.

Application forms are available at all Carlsbad Library locations.

EDUCATION/EXPERIENCE:

Experience and training in archival management and local history. The ideal candidate would possess a Master's degree in Library and/or Information Science from an ALA accredited school.

SELECTION PROCEDURE – Applicants must complete a City of Carlsbad Application for Employment and a Carlsbad City Library Supplemental Application for Part-time Employment. Applicants will be notified only if selected for an interview.

CLOSING DATE: August 15, 2008

SEND COMPLETED APPLICATION TO: Glynn Birdwell, Head of Reference
Georgina Cole Library
1250 Carlsbad Village Drive
Carlsbad, CA 92008

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