History Room Library Assistant (Part-Time)
Davie County Public Library

Description of Work: This position provides assistance in the Davie County Public Library History Room assisting patrons in all aspects of customer service. Secondary functions include keeping the history room information up-to-date and working on department research projects. Flexibility required. Includes days, and some evenings as needed, may be asked to assist with special weekend functions. Regular, predictable, full attendance is an essential function of the job.

- Assisting patrons in locating and using department materials
- Shelving books as needed
- Assisting patrons in the use of online databases and digital resources
- Familiarity with genealogy search resources
- Staying current on emerging trends in genealogy and local history resources and participate in selection of materials
- Scanning and digitize selected items to be made available in the digital collection
- Assisting in the creating of displays for the purpose of promoting library materials and resources in the History room
- Submitting changes for the Library website with respect to HR to the Technology Librarian
- Performing short and long term research projects
- Keeping ongoing projects up to date
- Customer service skills a must
- Updating and inputting data as needed
- Forming partnerships with local organizations and individuals to identify resources to add to the library collection
- Creating bibliographies, finding aids and reference files as necessary
- Planning programs that will enhance the use of and public knowledge of the HR as a resource
- Other duties as needed

Minimum Training and Experience: Must have at least one year of customer service experience in a fast paced environment. Working knowledge of computer applications, resources, and technology. Working knowledge of historical data and accessing websites as well as search engines for research. Ability to assess and assist patrons of all ages and demographic groups. An interest in or background in history or genealogy as well as preservation a plus. Ability to communicate effectively in oral and written forms. Ability to deal tactfully and courteously with the general public. Ability to establish and maintain effective working relationships with other employees, volunteers, officials, community partners, and the general public. Ability to adapt and thrive in a fast-paced and changing environment. Ability to contribute to a climate of learning and growth for staff and patrons.

Physical Requirements: Must be able to perform the basic life operational skills of crouching, reaching, standing, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform light work, exerting up to 40 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Must possess the visual acuity to prepare and analyze data and figures, operate a computer terminal, extensive reading for visual inspection of books and materials at distances close to the eyes, and use of measurement devices. Working with materials in moldy, musty and decaying conditions is required in this position.

Salary: $10.00 /hr.

Apply on-line at www.daviecountync.gov