



**JOB DESCRIPTION
ANDERSON PUBLIC LIBRARY**

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| Job Title: | Local History and Genealogy Coordinator |
| Department: | Public Services [Indiana Room] |
| FLSA Status: | Exempt |
| Employment Status: | Full time |
| Pay Grade: | 51 |
| Supervisor's Title: | Public Services Manager |
| Last Revision: | February 2025 |

Job Summary: Coordinates development and implementation of engaging and relevant local history and genealogy programming, services and collections, as well as supervising Indiana Room staff, with the guidance and oversight of the Public Services Manager. Responsible for digitization and curation of electronic access to local records, resources and information. Uses a multi-faceted understanding of organizational mission and values, industry practices, and local community needs to develop resource and service strategies.

Essential Job Duties:

1. Spearheads, develops, and delegates local history and genealogy projects, services, displays/exhibits, resource preservation, and day-to-day operations and workflow of the Indiana Room under the direction of the Public Services Manager.
2. Responsible for the development and maintenance of Indiana Room collection and archives, and works with the Collection Services team to ensure that the physical collection is relevant and in good condition. Inventories, inspects, and prepares new and existing collections for long-term storage, digitization, loan requests, and for research and exhibit use. Ensures robust electronic access to relevant genealogy and local history resources.
3. Selects, trains, supervises, and evaluates Indiana Room staff.
4. Performs all functions and procedures of the Indiana Room. Provides customer assistance at the Indiana Room desk—with local history and genealogy research in-person and remotely via phone, email, mail, or chat. Assists and supports customers with the use of library materials, facilities, equipment, technology, and digital and physical resources. Fills in at other reference service desks as needed.
5. Serves as a content expert on genealogy and local history with focus on Indiana and Madison County. Maintains and enhances knowledge of best practices, trends and issues related to archives and records management in both print and electronic formats; develops skills required to maintain a high level of professional proficiency.
6. Attends relevant community activities and public speaking opportunities, providing a positive image of the library. Collaborates and creates partnerships with local historians and organizations.
7. Works with the Community Engagement and Marketing Manager to suggest and create local history and genealogy content for the library's social media accounts and/or website.
8. Assumes person-in-charge duties as needed.
9. Complies with Anderson Public Library's policies, procedures, rules, guidelines, requirements, standards, principles, and practices applicable to the job, including [but not limited to] work scheduling and attendance, customer service, use of Library property and equipment, personal and professional conduct, and

confidentiality.

10. Performs other duties as assigned.

Job Education and Experience:

- Education: Master's Degree in Library and Information Sciences is required.
- Certifications or licensure: LC3 or higher is required.
- Years of relevant experience: 2 to 5 years is preferred.
- Years of experience supervising: 1-2 years preferred.
- A valid driver's license, automobile insurance, and reliable personal transportation is required.

Job Knowledge, Skills, and Abilities:

1. Knowledge of the principles and practices of library science.
2. Knowledge of established local history and genealogical research methods, processes, and reference sources.
3. Knowledge of the principles and practices of preservation and storage of primary source material.
4. Knowledge of principles and practices of digital collection creation, organization, and maintenance.
5. Proficiency in basic office equipment such as printers, scanners, and microfilm readers. Proficiency in computer programs such as Word and Excel, popular genealogy databases and digital resources, and other relevant technologies.
6. Skill in collection development of local history and genealogy materials.
7. Skill in customer service.
8. Skill in project management and delegation of tasks.
9. Skill in public speaking and effective communication.
10. Skill in planning and presenting programming, displays, exhibits, and services of interest to adults.
11. Ability to adapt and innovate resources and services based on industry changes and organizational needs.
12. Ability to work with seniors and/or individuals with disabilities.
13. Ability to work nights and weekends as needed.

Work Environment:

Typically performs work sitting in an office that requires frequent walking, light lifting, carrying, bending, grasping, pushing, and other limited physical activities. Requires frequent sustained physical operation of computer, office, and printing equipment, with frequent in-person and phone contacts with customers and library staff.

Physical Demands:

Specific vision requirements necessary for this job include close vision and ability to adjust focus.

While performing duties of this job, the employee is regularly required to:

- Frequently [over 2/3 of work time] sit and use hands to finger, handle, or feel; and talk or hear.
- Frequently [1/3 to 2/3 of work time] reach with hands and arms.
- Occasionally [less than 1/3 of work time], the employee must: stand; walk; climb or balance; and stoop, kneel, crouch, or crawl.
- Frequently [1/3 to 2/3 of work time] exert up to 10 pounds of force to lift or move objects and must occasionally [less than 1/3 of work time] exert up to 50 pounds of force to lift or move objects.

Equipment Used:

Equipment used includes computers, email/calendar software, internet/intranet browsers, word processing, spreadsheets, database software, and various other software, hardware, and job-specific technology and equipment.

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values:

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| Good Stewardship | Open Access | Community Focus | Collaboration | Purpose Driven |
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Acknowledgment:

I certify that I have read and understand the job description for my position. I understand the job description does not constitute an employment agreement and is subject to change at any time by the employer.

Employee Signature:

Date:

Manager Signature:

Date: