

**Job Title: Regional Coordinator for Archives and Special Collections****Status: Full-time; Exempt; Salaried with Benefits****Hours: Requires morning, afternoon, night, and weekend hours****Position Summary:**

The Regional Coordinator for Archives and Special Collections provides strategic leadership and direction for the Athens-Clarke County Heritage Room and supervises its staff. The position works closely with community organizations and develops engaging programs and educational classes. This person also manages and preserves archival collections while assisting patrons with genealogy and local history research. Additionally, this role serves as the primary resource for genealogy and local history services for all libraries in the Athens Regional Library System (ARLS).

**Training and Experience:**

Required:

- An MLS or MLIS from an ALA-accredited program, or a Master's of Archival Studies;
- Experience working with, selecting and managing history, archive, and genealogy collections;
- Three years of professional reference experience, preferably in a public library setting.

Preferred:

- Previous supervisory experience
- Archival Certification from the Academy of Certified Archivists

A combination of education, training, and experience that provides requisite knowledge, skills, and abilities for the position may also be considered.

**Representative Duties and Responsibilities:**

The following duties are normal, but not exclusive or all-inclusive, expectations for this job. Other duties of a similar nature may be required and assigned.

- Oversees, plans, implements, monitors, and evaluates the services, projects, programs, and activities of the Athens-Clarke County Library Heritage Room.
- Promotes Heritage Room and ARLS programs, services, and collections in the community.
- Manages accessioning, arrangement, description, and access to the library's archival materials, including maintaining the library's institutional records.
- Serves as team leader for ARLS records retention.
- Participates as a member of the ARLS Administrative Director's Advisory Council, contributing to Regional long-range planning, goals, and service development.
- Selects materials for the Heritage Room collection.
- Consults with branches on local history collection maintenance.
- Manages Heritage Room materials budget as a team with the ARLS Collection Management Department, Business Office, and Executive Director.
- Researches, solicits, and manages Heritage Room donated collections.
- Serves as ARLS team leader for archives, genealogy, and local history collections, programs, and staff development throughout the five counties.
- Provides direct customer service to library patrons seeking research assistance.
- Collaborates to create and deliver instructional content in a variety of formats and media, including online and in person.
- Represents the library in professional organizations and committees; attends meetings and conferences; maintains knowledge of current developments in the field.
- Presents programs to community groups, genealogical and historical societies, and library branches.
- Keeps abreast of changing technology as it impacts library service delivery.
- Works nights and weekends as required, including following building opening and closing procedures.

**Supervisory Responsibilities**

- Supervises selected staff, ensuring excellent ongoing employee performance.
- Keeps staff informed of policies and procedures.
- Prioritizes and assigns work and oversees staff development.
- Monitors staff performance and conducts performance evaluations for assigned staff.
- Makes hiring, termination, and disciplinary recommendations.

- May train and oversee library volunteers as assigned.

## **Knowledge, Skills, and Abilities:**

### Knowledge of:

- Customer service principles.
- Principles and practices of preservation, processing, and digitization of library and archival materials.
- Specific requirements for retention and management of the library's institutional records
- Digitization and scanning technologies and best practices for digital preservation, including capture, data migration, and metadata creation.
- Recognized archival and metadata standards and structures.
- Library technology services.
- Personnel management and supervision.
- PINES library catalog and all library subscription databases.
- All normal and emergency library building procedures.

### Skills:

- Using ArchivesSpace or another similar collection management system.
- Arranging complex collections in an orderly and clear manner according to accepted practices and professional standards.

### Ability to:

- Learn new technologies in a timely manner.
- Provide customer service to patrons of all ages, as well as to co-workers.
- Effectively communicate and interact with direct reports, administration, library employees, members of the general public, and all other groups involved in the activities of the library system.
- Assemble information and make written reports and documents concisely and effectively.
- Build an effective work team, inspire creativity, and promote a positive attitude in staff.
- Engage with colleagues and the community through creative programming.
- Maintain regular, predictable, and punctual attendance.
- Physical demand requirements are at levels of Medium Work.