

City of South San Francisco
Human Resources Department

Local History Specialist
Class Description

Definition

Under general supervision, the Local History Specialist performs a variety of professional duties in the acquisition, classification, maintenance, and access to materials in the Library's Local History Collection; and performs related duties as assigned.

Distinguishing Characteristics

This is a professional classification in a specialized area of library services. Employees in this classification may direct the work of other part-time and volunteer personnel.

Typical and Important Duties

1. Provides for collection development; locates and acquires materials including photographs, books, local documents and newspapers that pertain to the history and present development of the City.
2. Archives materials brought to the collection; classifies and catalogs materials; prepares reports and maintains records.
3. Researches various sources for background information regarding City history, businesses, departments, and developments; answers reference questions.
4. Organizes and maintains all materials in accordance with proper archival preservation methods, provides for the accessibility of local history materials to the public, plans and implements technological changes in providing access to the collection.
5. Performs outreach to the community, community organizations, businesses and schools, makes presentations to groups.
6. Prepares exhibits, displays and publicity for such on a regular basis.
7. May direct the work of part-time employees and volunteers, provides for training of immediate and other Library staff.
8. May monitor or assist in monitoring program budget, administers grant programs.
9. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles and practices of professional archival work, including those relating to acquisition, access, classification, and preservation.
- Applicable computerized systems; library services, and materials.
- Basic library services, practices and terminology.
- Office methods, practices, and procedures.

Ability to:

- Effectively perform professional and technical archival tasks and address changes in technology that affect collection storage and access.
- Acquire a thorough knowledge of the Local History collection and of the Library's policies, programs and regulations.
- Promote participation in the program.
- Provide reference information.
- Operate applicable computerized systems.
- Communicate effectively in writing and verbally.
- Effectively direct and train assigned staff; and maintain effective relationships with those contacted in the course of work.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Operating and using computers and technical equipment as they relate to libraries and archival collections.
- Entering and retrieving data from a computer with sufficient speed and accuracy to perform assigned work.
- Word processing at an acceptable level of speed and accuracy to perform the assigned work, which is approximately 30 wpm.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of progressively more responsible experience in a library or museum/archival position.

Training: A bachelor's degree from an accredited college or university major coursework in art history, English literature, museum studies, or a related field; and a master's degree in library science from an American Library Association accredited school, certification in archival studies or a master's degree in a related field.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files, and materials.

Work Environment: Mobility to work in a typical library setting.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a neat and clean appearance; work irregular hours, including weekends and evenings.

Approved:	July 1999
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Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	1994/95, 2002, 2003
DOT:	Yes/No
Physical:	Class D
Status:	Classified/Non-exempt
EEOC Category:	EF15\EJ2
Job Code:	X630

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. MAE
6. SAE
7. SDE
8. MAE