



## **Job Description**

<b>Position:</b>	<b>ASSISTANT LIBRARIAN</b>
<b>Department:</b>	<b>Library &amp; Archives</b>
<b>Employment Category:</b>	<b>Full time</b>
<b>Reports to:</b>	<b>Director of Library and Archives</b>

### **Overview:**

The Assistant Librarian & Archivist provides metadata services of all kinds: cataloging, archival arrangement and description, online catalog maintenance; plus assistance fulfilling of the research needs of scholars, genealogists, historians, students, museum staff, the media, and the general public. The position is 40 hours/week, including alternating Saturdays, with the possibility of occasional evening shifts.

### **Qualifications:**

- Master of Library Science degree from an ALA-accredited library school
- One year of cataloging experience or satisfactory completion of advanced cataloging class
- Desire to advance the mission of the Buffalo History Museum
- Respect for the standards and protocols followed by accredited museums
- Familiarity with OCLC, MARC21, AACR2, LCSH, RDA, DACS, EAD, and LC classification
- Experience developing original records in OCLC for a variety of media
- Training and/or experience in archival arrangement and description
- Fluency with the Microsoft Office suite and Google products & services
- Warm and welcoming approach to staff and the public
- Ability to communicate clearly and effectively, verbally and in writing
- Ability to tolerate moderate physical demands, including shifting books and boxes, lifting boxes weighing up to 30 lbs, climbing stairs, and using ladders to retrieve and reshelve library materials
- Ability to function smoothly in a sometimes hectic environment
- Available on alternating Saturdays

### **Preferred:**

- Previous library, museum, archive, or gallery experience
- Experience with hosted online library catalogs
- Supervisory experience with volunteers, interns, or support staff
- Familiarity with ContentDM
- Knowledge of major individuals, places, things, and events in Buffalo history

- Comfort with occasional speaking engagements, such as presentations on library collections, bibliographic instruction, or research techniques

**Responsibilities:**

- Original and copy cataloging in OCLC of monographs, serials, manuscript collections, image collections, rare books, audiovisual media, and occasional 3D objects
- Add catalog records to online public catalog (FRANK), editing & correcting records as needed
- Maintain online public access catalog (FRANK)
- Arrange and describe manuscript collections & institutional archives
- Assist with accessioning and deaccessioning processes
- Assist with digital projects, including scanning orders and maintenance of Picture Store
- Provide courteous and accurate reference services for a variety of clientele in person and via telephone, email, video conferencing, and postal mail
- Collect cataloging statistics
- Supervise volunteers & interns when library director is absent
- Perform collection retrievals and shelving
- Other duties as assigned

**Committees:**

- To be assigned as needed

**Instructions to applicants:**

- Submit your cover letter and resume as PDFs to:  
[library@buffalohistory.org](mailto:library@buffalohistory.org)
- Please use your surname + hyphen as a prefix for your attachments, such as *Smith-Cover Letter*; *Smith-Resume*. You may also combine your resume and cover letter into a single document and use *Smith-Application*.
- Application deadline is April 14, 2021