

Position: Archives/Library Technician No. 2  
Department: Library  
Supervisor: Library Director and Historical Researcher  
Supervises: No One  
FLSA Status: Non-Exempt

### **Position Summary:**

Under supervision of the Library Director and/or the Historical Researcher, the Library/Archives Technician will provide paraprofessional library and archives support. Work requires independent judgment and skills in operating a variety of office machines and functional proficiency in common library and archives duties. Average work week will be 20 hours with some Saturday work.

### **Duties and Responsibilities:**

#### **LIBRARY DUTIES:**

- Assist patrons in locating books or other reference materials.
- Explain use of computer system and other reference sources to patrons.
- Answer telephones.
- Oversee checking out and checking in of library materials.
- Shelve materials in a timely manner.
- Clean and repair library materials as needed.
- Ensure fines on library materials are kept up-to-date on a daily basis. Send out overdue notices. Collect fees.
- Assist the Library Director in ordering materials.
- Processes library card applications and keeps track of cards issued via computer and binder in a timely manner.
- Perform some cataloging under the direction of the Library Director. Processes assigned materials into the established collection.
- Compile statistical information on a monthly basis and prepare monthly reports. Respond to routine correspondence.
- Prepare office supply order in timely manner. Process and distribute incoming supplies.
- Assist in preparing budgets and budget modification form.
- Assist in preparing purchase requisitions and requests for payment.
- Assist in maintaining obligation control registers to ensure accuracy of available dollars to meet program needs.

**ARCHIVAL JOB DUTIES:**

- Assist in the location, acquisition, inventory and cataloging of tribal records and photographs for Archives division of the Sac and Fox National Public Library.
- Input archival information into computer, burn CDs, gather and store information on materials.
- Assist in developing historical displays.
- Assist in the research and identification of people in donated or loaned photographs. Process information according to required archival procedures.
- Assist in the maintenance and organization of all pertinent archives documents (i.e. newspapers, clippings, genealogy information, maps, etc.) donated by tribal members or collected from other sources.
- As needed, assist in the conducting of oral history interviews by video or audiotape with Sac and Fox Nation members or anyone knowledgeable of Sac and Fox history. Process information according to required archival procedures.
- Assist patrons who come into the library for research information. Assist patrons via e-mail, correspondence or telephone. Make copies of material requested and give or send to requester.
- Assist in planning exhibits and outreach programs related to Archives collection.

**OTHER DUTIES:**

- Sell items in library's gift shop and maintain records of the sales.
- Ensure items being sold are replaced in a timely manner.
- Work until 6 p.m. during the week and twice a month on Saturdays from 9:00 a.m. until 1 p.m.
- Perform other such duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of English, grammar, spelling and math. Some accounting is desirable.
- Able to communicate effectively both orally and in writing.
- Able to understand and carry out instructions given orally and in writing. Ability to receive supervision and instruction positively.

- Knowledge of records and file management concepts.
- Ability to meet and deal effectively with the public and to deal efficiently with their requests, questions and/or problems and to seek assistance when needed.
- Ability to maintain established records and files.
- Skills and abilities to establish and maintain positive working relationships with other employees and programs.
- Ability to quickly learn and use new computer software programs.
- Be a strong team player.

**TRAINING AND EXPERIENCE:**

- High school diploma or equivalent.
- Prefer some college education.
- Must have strong computer and clerical experience.
- Prefer some experience in a history and/or archives setting.
- Prefer some experience in a tribal/public library setting.
- Valid driver's license required.

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Employee's Signature

Date

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Supervisor's Signature

Date