

Title: Kansas Heritage Center Archives Librarian

Reports to: Assistant Director for Public Services

FSLA: non-exempt

Hours: 40 hours per week

Schedule: Daytime and evening hours, Saturday rotation.

Compensation: \$42,000-\$47,000 Annual depending on education and experience

Benefits: Paid Time Off, Health and Dental Insurance, Flexible Spending Plan, Paid Holidays, KPERS (Kansas Public Employees Retirement System) Enrollment, Optional Aflac Coverage

Community Profile: Dodge City is in Ford County in Southwest Kansas and is home to the Boot Hill Museum, Depot Theatre Company, Carnegie Arts Center. Dodge City is a highly diverse community of just over 27,000 people, with 62% being Latino or Hispanic in the 2020 Census. Every summer we host several days of PRCA Rodeo as part of Dodge City Days and Dodge City is a tourist destination for old West fans of Gunsmoke, Wyatt Earp, and Boot Hill.

We welcome applications from candidates with diverse backgrounds and historically underrepresented groups. We are an Equal Opportunity Employer.

Job Summary: The Kansas Heritage Center is located within and is a department of the Dodge City Public Library. The Archives Librarian will oversee all activities of the Kansas Heritage Center and plan work to organize and provide access to the resources located within the Archives area and Reading Room. This position will be part of the Supervisory Team of the Library.

Library Competencies for all employees:

- Provide excellent customer service to people of all ages and backgrounds
- Show commitment to customer satisfaction
- Develop and maintain positive relationships with internal and external customers
- Represent the library in a positive and ethical manner
- Show a capacity for grasping concepts and asking questions to gain further understanding
- Communicate effectively orally and in writing
- Effectively use computer/technology skills for the position
- Cross-train in other areas of the library as appropriate
- Work cooperatively with supervisors and co-workers
- Comply with library policies and procedures
- Comply with safety and security standards; keep the workplace safe and clean
- Show flexibility and adaptability

Staff Supervised

- Reference Librarian, 1 FTE
- Collection Development Librarian, 1 FTE
- Kansas Heritage Center Library Assistant, 1 FTE

Archives Functions

- Provides archival reference and research services
- Compiles and creates finding aids and reference guides by organizing and describing records so that information is accessible
- Assists in planning exhibits by organizing and interpreting historical records for public presentation
- Organizes, processes, catalogs and conserves archival collections and materials.

- Curates one or more of the collection units (Periodicals, Maps, Recordings, Photos, etc.) by processing and cataloging materials in that unit.
- Provides public liaison activities including lectures, media appearances and interviews.
- Explains research policies and procedures, demonstrates research methods, explains the use of reference materials/equipment, and explains fees to customers.
- May serve as the collections registrar by registering donations into the collection (this is an archives and museum function) and maintaining donor records]
- Assists public in using collections by explaining available resources and methods for locating information
- Leads or assists in planning exhibits by organizing and interpreting historical records for public presentation.
- Collaborates with other staff to compile finding aids, reference guides, articles, statistics, and reports
- Provides archival reference and research services; serves as the subject specialist for Kansas and Old West History

Supervisory Functions

- Serves as 'in-charge' staff person in management's absence
- Supervise, train, assign duties, schedule, coach, counsel and evaluate assigned staff.
- Coordinate scheduling of staff and approval of time off requests, trades, and other schedule adjustments.
- Coordinates and conducts training, tours, and public programs for the public and staff. Supervises staff tasks.
- Serves on the Supervisory Team of the Library

Public Relations Functions

- Coordinates and conducts meetings, training, tours, and public programs of the Kansas Heritage Center to the public and staff.
- Develops and implements community engagement activities to engage and highlight the Kansas Heritage Center
- Collaborates with other organizations to plan and implement programs related to Kansas and Old West History
- Represent the Kansas Heritage Center and Dodge City Public Library including lectures, media appearances, interviews.
- Participate in professional organizations on a local, state, and national level as directed.

Additional Duties

- Oversee and perform daily tasks, ex. straightening shelves, shelving materials, and circulating materials.
- Attend workshops or training as needed.
- Attend and participate in DCPL staff and committee meetings as appropriate.
- Create partnerships and awareness through engagement in various sectors of the community.
- Other duties as assigned by the director.
- Collects, maintains and reports statistics.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Knowledge of archival standards, issues, practices, and trends.
- Knowledge of conservation issues, practices, and trends.
- Knowledge of reference tools and procedures.
- Knowledge of records management issues and practices.
- Knowledge of digital imaging issues and trends, especially in regards to archival practice.
- Skill in processing/arranging archival collections.

- Skill in using standards for archival description, cataloging, and networked resource sharing for archival objects and descriptions.
- Skill in oral and written communication including presentation.
- Skill in organizing and interpreting historical records for public presentation.
- Skill in using computers and related software, including Microsoft Office products.
- Skill in prioritizing work assignments.
- Skill in establishing and maintaining effective relationships with employees and the public.
- Ability to work with people of diverse backgrounds.
- Ability to use and apply standards for archival description, cataloging, and networked resource sharing for archival objects and descriptions.

Preferred Qualifications:

- Experience creating, planning, and implementing community events to engage the community.
- Experience organizing, processing, and conserving archival collections and materials.
- Experience answering archival/historically-related reference questions from the public.
- Coursework in History or related field.

Job Open: 12/16/2021 until filled

Company Website: www.dcpl.info

How To Apply: Complete Online Employment Application via website, submit resume, and cover letter via email to Lori Juhlin, Executive Director to lorij@dcpl.info. Incomplete application packages will not be considered.

Minimum Qualifications:

Education and/or Equivalent Experience

- Master's degree in Library or Information Science, or related field to the assigned program from an ALA accredited university, with specialization in archival enterprise and/or administration; or must be received within 1 year of employment.
- 1-3 years working in Archives preferred.
- Must have a valid driver's license

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