

Title: Kansas Heritage Center Archives Assistant

Reports to: KHC Archives Librarian

FSLA: non-exempt

Hours: 40 hours per week

Schedule: Daytime and evening hours, Saturday rotation.

Starting Wage: \$15.00-\$16.50/hour depending on qualifications

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 Assistant will work closely with Kansas Heritage Center staff to provide access and information as it relates to the historical information about the Old West and Kansas. This position provides mid-level support to the department.

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

Reference & Archives Functions

- Provides reference and research services to patrons within the community and state, via phone, email, and in person.
- Assists in the creation of finding aids and reference guides with support and training from the Archives Librarian
- Assists in planning exhibits by organizing and interpreting historical records for public presentation
- Explains research policies and procedures, demonstrates research methods, explains the use of reference materials/equipment, and explains fees to customers.
- Assists public in using collections by explaining available resources and methods for locating information
- 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

Public Relations Functions

- May assist in conducting tours of the Kansas Heritage Center
- Assists with community engagement activities to engage and highlight the Kansas Heritage Center
- Creates Blog posts and coordinates social media content promoting the Kansas Heritage Center

Customer Service Functions

- Works scheduled desk shifts in the Kansas Heritage Center, and other service desks within the building
- Shows patrons how to access digital collections housed within the Kansas Heritage Center and Library
- Conducts research using multiple platforms and within resources housed in the Kansas Heritage Center

Additional Duties

- 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.
- Other duties as assigned by supervisory team

Knowledge, Skills, and Abilities:

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

- Knowledge of local history and resources
- Knowledge of reference tools and procedures
- Skill in oral and written communication
- 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.

Preferred Qualifications:

- Experience answering archival/historically related reference questions from the public.
- Coursework in History or related field.
- Bilingual preferred

Job Open: 8/6/2022 until filled

Preferred start date: Late September to early October 2022

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

- Bachelor's Degree in related field preferred
- High School Diploma, plus some post-secondary education required.
- 1-3 years customer service experience required
- Must have a valid driver's license