



Kansas Heritage Center Archives Coordinator

Reports to: Executive Director

FSLA: non-exempt

Hours: 40 hours per week

Schedule: Daytime and evening hours, Saturday rotation

Salary Range: \$38,000-\$42,000 annually depending on education and experience

Benefits: Paid time off, health and dental insurance, flexible spending plan, paid holidays, KPERS Enrollment (Kansas Public Employees Retirement System), and optional Aflac coverage

The Dodge City Public Library is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, disability, ethnicity, pregnancy, age, military status, sex, genetic information, sexual orientation or gender identity, or any other characteristic protected by applicable federal, state, or local law.

Job summary: The Kansas Heritage Center 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. The KHC librarian is encouraged to write articles, host programs, and do outreach. This position will be part of the Supervisory Team of the Library.

In this role you will:

- Help the library team to provide excellent customer service to people of all ages and backgrounds
- Arrange and describe collections in finding aids and/or reference guides so that information is accessible
- Work with donors to transfer archival materials to the Kansas Heritage Center
- Access newly donated archival collections

- Assist patrons with obtaining library accounts and the check-out and return of materials
- Assist patrons in finding materials through face-to-face, telephone, and email interactions, including locating items in the catalog or on the shelf, as well as looking up information and making recommendations
- Digitize collections using scanners and other digitization tools
- Order materials and supplies for the Kansas Heritage Center
- Assist with library programming and outreach
- Supervise KHC social media
- Provide assistance to patrons with Library equipment, materials, and technology
- Restock and shelve materials, including shelf-reading, as necessary
- Assist in promoting collections through the use of monthly displays
- Assist in opening and closing the Library
- Work cooperatively with supervisors and co-workers
- Supervise staff in the Kansas Heritage Center
- Provide archival reference and research services
- Assist in planning exhibits by organizing and interpreting historical records for public presentation
- Plan and assist in the digitization of archival collections and digital exhibits
- Organize, process, catalog, and preserve archival collections and materials
- Work scheduled shifts at circulation desks throughout the Library, as necessary
- Collect fees and handle money
- Attend staff meetings and trainings
- Complete other duties as assigned

In this role you will need to be:

- Friendly, welcoming, patient, and able to multitask
- Organized, detail-oriented, and able to work with competing tasks and priorities
- Familiar with standards for archival arrangement, description, and preservation of both analog and digital materials
- Capable of assessing archival donations and completing archival accessioning tasks
- Capable of communicating effectively both orally and in writing
- Capable of effectively providing information and responding to questions from patrons and staff
- Capable of working in a leadership role

- Flexible, positive, and willing to work with staff and colleagues to successfully overcome challenges
- Comfortable working with technology
- Be familiar with library services, and able to assist patrons or direct them to staff members who can assist further
- Comfortable handling difficult patrons and enforcing the Library's policies
- Able to make solid decisions in accordance with set Library policies and procedures
- Able to stoop, kneel, push carts, lift, use a ladder, bend, and sit or stand at the circulation desk for periods at a time

You will need to have:

- University degree (Bachelor's, Master's) in Library Science from an ALA-accredited university or a related field such as history; specialization in archival studies/archival science preferred. Degree in progress is also acceptable.
- Strong communication and organization skills
- Experience with, or ability to learn the following software:
 - Digital archiving tools, such as ArchivesSpace
 - Digital Asset Management Systems, such as Omeka
 - Microsoft Office
 - Integrated Library Information (ILS) Software

You will earn:

- Competitive salary range starting at \$38,000/year depending on education and experience
- Generous benefits; Paid time off (vacation, holidays, sick days), health and dental insurance, flexible spending plan, paid holidays, KPERS Enrollment (Kansas Public Employees Retirement System), and optional Aflac coverage
- Professional development opportunities