

**CITY OF CONCORD  
CLASS SPECIFICATION**

**CLASS TITLE: ARCHIVIST, REFERENCE & OUTREACH COORDINATOR      DATE: 01/2023**  
**DEPARTMENT: PUBLIC LIBRARY**  
**REPORTS TO: LIBRARY DIRECTOR**

**JOB SUMMARY:**

Manages and oversees the library's Adult Services Division and Archives, and acts as the outreach coordinator. Is responsible for the overall goal setting, planning, development, and implementation of services in the Adult Services Division, which includes both reference services and circulation services. Supervises Adult Services staff. Performs professional work analyzing and responding to the informational and recreational needs of the public and contributes to collection development. Is responsible for coordinating social media efforts and other aspects of library public relations and outreach. Archival knowledge and ability to plan for preservation of local materials.

**ESSENTIAL JOB FUNCTIONS:**

Carries out supervisory responsibility for the Adult Services Reference Librarians, circulation staff, and others in Adult Services Division in accordance with city policies, procedures, and applicable laws, including scheduling, training in job skills, appraising performance, addressing complaints, resolving problems, and planning, assigning and directing work.

Managing the Concord Room collection, filling gaps in the collection, assessing preservation needs, maintaining satisfactory environment, assisting researchers, digitizing materials, keeping research statistics, performing outreach.

Coordinates social media and public relations efforts to a variety of local sources.

Maintained and update the Library website.

Manages a variety of vendor programs and carries out in house programming,

Reviews progress, accomplishments, budgets, and strategies for the Adult Services Division.

Sets, plans, develops, and implements the overall goals of services and workflows through priority setting and task assignment in the Adult Services Division.

Identifies potential sources of supplies, materials, and services to provide appropriate quality and prices.

Identifies potential community partnerships to help benefit the Library.

Identifies local and regional materials that may be of interest to the Library.

Develops and monitors preservation standards of Library materials and stays current in archival studies.

Supervises and participates in the preparation and interpretation of statistical reports in Adult Services.

Answers reference and reader's advisory questions for patrons by phone, in person, by mail, and by e-mail; analyzes specific user needs and researches, retrieves, synthesizes, edits, and filters information; refers patrons to appropriate agencies or organizations; directs patrons in the use of library facilities, resources, services, and equipment; interprets, applies, and explains library policies and procedures.

Analyzes and evaluates assigned areas of the library collection on an ongoing basis to ensure appropriate development of the collection to meet the needs of the public and the mission of the library; uses professional judgment to review, evaluate, and select library materials in all formats for adults.

Develops and monitors the annual plan to allocate library materials funds for the whole library.

Coordinates and oversees the development of the adult collection.

Maintains education in library science; attends courses, workshops, and conferences; keeps abreast of professional library literature.

Analyzes user requests; searches for and locates needed resources.

Belongs to and is active in local and state library organizations.

Acts as member of management team; confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Prepares reports, memos, and correspondence concerning areas of responsibility.

Prepares annual area budgets; interprets and monitors performance of contracts; reviews bill from vendor.

May perform duties of Library Director in his/her absence.

Participates significantly in the development and implementation of library policies, procedures, and long-range plans.

Creates physical and digital signage and marketing posters for Library events.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

|                                      |                          |                     |
|--------------------------------------|--------------------------|---------------------|
| Personal Computer and/or Terminal    | CD-ROM Equipment         | Printers            |
| Microfilm/Microfiche Reader/Printers | Barcode Readers          | Scanner             |
| Audiovisual Equipment                | General Office Equipment | Tablet and eReaders |

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Master's degree in Library/Information Science accredited by the American Library Association; training and experience in archival studies; four years of progressively responsible related experience or any combination of education, training and experience that provides the knowledge, skills and abilities required for the job.

**Licenses and Certifications:** None.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

Library operations and administration.

Professional library principles and practices.

Principles of archival management.

Principles of supervision, recruitment, training, and performance evaluation.

Principles and practices of budgeting.

Principles and practices of marketing, including a variety of social media platforms

Principles and practices of purchasing.

Methodology of research and statistical analysis.

Demographic data analysis pertaining to patrons  
Modern practices of library automation.

Library software and hardware applications as well as operating systems.

Website management of a wide variety of public and scholarly information sources.

Trends relating to publishing, computers, public relations and media.

All department policies, rules, and regulations.

In-house library collection as well as networked resources worldwide.

All client groups and the community as a whole and its various needs.

Policies, functions, and administrative operations related to area of assignment.

**Skills in:**

Communicating clearly and effectively, both orally and in writing.

Operating computer equipment and peripheral devices.

Troubleshooting computer operating issues.

Social media platform technology.

Digitization, preservation, archival organization.

Identifying, developing and fostering community partnerships.

Maintaining database files.

Supervision and management, including planning, organizing, assigning, directing, reviewing, and evaluating work of those supervised and providing leadership.

Communicating with tact and discretion.

Applying initiative and independent judgment to problem solving.

Compiling statistics and analyzing data.

Effective interviewing techniques to include applicant selection.

Motivating staff for performance through providing training and development opportunities.

Independently organizing work, setting priorities, and following up on assignments.

Preparing reports and correspondence.

Formulating goals, objectives, and methods of evaluation.

Determining client needs.

Defusing conflict situations amongst both employees and library patrons.

Information retrieval.

Database searching.

Preservation of Library materials.

**Mental and Physical Abilities to:**

Establish and maintain effective working relationships with staff, patrons, and other city departments.

Speak effectively before public groups and respond to questions.

Write reports, correspondence, and procedure manuals in a clear and concise manner.

Read, analyze, and interpret professional periodicals and journals.

Read, analyze and interpret hardware and software programs for application and use.

Effectively utilize a wide range of in-house and remote information resources and technology.

Apply logical thinking to anticipate, analyze, and resolve problems and accomplish tasks.

Perform duties while sitting for an extended period of time, standing, and/or stooping.

Occasionally lift light and heavy objects.

Use tools or equipment requiring a high degree of manual dexterity.

**Working Conditions:**

Work is performed in a library.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.