

Title: Kansas Room Coordinator

Full-time Non-Exempt

Job Overview

The Kansas Room is a unique collection of local information consisting of genealogy, local and regional history, newsprint microfilm, databases, photographic archives both physical and digital, as well as magazines and maps. This position reports to the Adult Services Manager.

Responsibilities and Duties

- Oversees development and maintenance of the Kansas Room collection, including acquisition, circulation, shelving, shifting, inventory, weeding, and tracing lost materials.
- Oversees Kansas Room reference desk operations by answering reference questions, assisting with genealogy work, and responding to requests for information and resources.
- Schedules, plans, and conducts programs relating to local, state, and regional history both in the library and in the community.
- Works with the Adult Services Manager for long-term planning and goals related to the Kansas Room and the Kansas Room collection.
- Oversees various projects for preservation, digitization, and access.
- Work within a given budget for collections and programming.
- Pursues grant funding for the processing, conservation and imaging of the Kansas Room collection.
- Pursues grant funding for collections and programming when appropriate.
- Develop partnerships with other community groups with common missions.
- Works with the Communications Coordinator to develop awareness of and involvement with the Kansas Room collection.

Required Skills

- Excellent research skills.
- Ability to train other staff and the public on research methods and how to access physical and digital collections.
- Knowledge of archives preservation requirements, storage needs, and procedures for archives.
- Experience with digital solutions for preservation and providing access to Kansas Room Resources.
- Excellent project management skills to manage and complete projects effectively.
- Knowledge of local history
- Proficient with hardware including scanners, microfilm readers, printers, and more.
- Proficient with technology including experience with Integrated Library Systems, Word Processing, Excel, social media, and various library databases.
- Excellent writing skills for potential publication.

Experience and Education

- Bachelor degree required in history, museum studies, library studies, or related field
- Master of Library Science Degree Preferred
- Library Experience Preferred
- Experience in archival digitization technologies and digital asset management