



Genealogy Assistant

Department: Genealogy	Level: 8
Reports to: Head of Genealogy & Local History	FLSA Status: Non-Exempt
Chain of Command: No	
Certifications: LC5	

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in the use of library resources by engaging with staff and the community.

Essential Functions

Expertise

- I will engage with staff and public to help them discover the resources in Genealogy, by programming, public events and booths, or other educational opportunities.
- I offer patron services by helping them find reliable information and locate material, including special collections within the department.
- I assist patrons with the use of library databases and library subscriptions. To this end, I am knowledgeable about all the databases and subscriptions pertaining to Genealogy in order to use our resources fully in helping patrons.
- I assist patrons with the use of library equipment.
- I process new material and periodicals, maintain and shelve the collection, and maintain local history files and archives, including storage materials.
- I reliably keep statistics for the department and/or library that are clear and accurate.
- I understand and follow all procedures for opening and closing the department so my coworkers and I can perform effectively.
- I represent the needs of the department by supervising within the department's chain of command, as well as directing and leading in the absence of the department head.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.

Customer Service

- I am approachable and understanding so that I can assist patrons in accessing materials.
- I remain customer focused when offering assistance to patrons or when answering directional or general library questions.
- I communicate well when answering the phone at the service desk in order to assist patrons and staff.
- I understand technologies such as the copier, scanners, microform, and the fax machine in order to give quick and effortless help to our patrons.

- I help resolve issues with patrons and help assure they have good experiences in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.

Professionalism

- I am a vital component in an engaged and thriving community.
- I represent KHCPL by being ethical, sympathetic, and responsible.
- I communicate well, in person and by email or phone.
- I keep the library a welcoming place by knowing and reminding patrons of the Patron Code of Conduct.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to email, memos, and other library related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to continually make the library a better place for our community.
- I keep current on genealogy trends, locally, nationally and internationally.
- I recognize that we work as a team, and help out coworkers in my own department and in other departments as I am able.

CORE ABILITIES CRITICAL TO ALL STAFF

- I am customer focused.
- I am cooperative and a collaborator.
- I am understanding and compassionate.
- I am a self-starter and have a strong work ethic.
- I am flexible and open to change.
- I am an effective communicator.
- I am a problem solver.
- I am responsible and honest.
- I am ethical, use good judgment, and stay calm under pressure.
- I am a continuous learner.
- I am approachable.

Knowledge and Skills

- Familiarity with scanning equipment, metadata, and editing software.
- Familiarity with Microsoft or related products.

Educations/Experience and any pertinent Certifications

- 1 year or more relevant experience or genealogy training.
- 2 years of college or equivalent required.
- 1 year or more experience working with the public.
- Must have a valid Indiana's driver's license, or the ability to attain one.

- Must have a current Indiana Public Library Certification, or the ability to attain one, Level 5 or higher.

Working Conditions

Unless reasonable accommodations can be made, while performing this job the staff member shall:

- Use strength to lift items needed to perform the functions of the job, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand and walk for required periods of time
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computer, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments or working conditions associated with this job.

Kokomo-Howard County Public Library provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. We encourage applications from members of underrepresented minority groups.