



CALIFORNIA  
HISTORICAL  
SOCIETY since 1871

## **Library Assistant for the North Baker Research Library Job Posting 5/22/18**

Status: Part-time (20 hours a week), hourly, non-exempt

### **The Position**

The position of Library Assistant reports to and works under the Reference and Outreach Librarian, and in coordination with colleagues across the collections team.

The Library Assistant performs a variety of customer service and library duties in a special collections library setting; is responsible for monitoring the reading room during public hours; provides policy information to library patrons; assists patrons in their search for archival and library material; answers reference questions in person and by email and phone under the guidance of the Reference Librarian; and pages and re-shelves materials. Must be able to work Wednesdays, Thursdays, and Fridays from 12:30 to 5: 30 p.m. May include some weekend and evening hours as required.

### **About Us**

The California Historical Society (CHS) is a non-profit organization with a mission to inspire and empower people to make the state's richly diverse past a meaningful part of their contemporary lives in order to create a more just and informed future. Founded in 1871, CHS maintains a premier collection of original materials documenting the history of California from the Spanish conquest to the present day. The CHS Collection represents the environmental, economic, social, political, and cultural heritage of the entire state, including materials from outside California that contribute to a greater understanding of the state and its people. Beginning with its founding, and especially since establishing its Yerba Buena District headquarters on Mission Street in 1995, CHS has served residents of the Bay Area, the state, and beyond with its research library, exhibitions, publications, and public educational programs that draw on its important and wide-ranging collections of California history.

### **Primary Duties & Responsibilities**

- Monitors reading room during public access hours

- Explains library policies and procedures to patrons and instructs them in the safe handling of archival materials.
- Pages and re-shelves materials for research use
- Instructs patrons in the effective use of library and archival systems to find materials.
- Provides basic reference assistance to researchers in the library, as well as by email, phone, and mail under the direction of the Reference and Outreach Librarian.
- Maintains records and files related to library service activities and projects; collates reading room statistics; and performs other administrative duties as needed.
- Assists with processing, maintenance, and preservation of the collections, under general direction, as needed.
- Assists with special event library programs and other special projects as needed.

### **Skills, Experience, and Education Required**

- AA degree in Library Information Technology and at least two years paraprofessional experience in a library and/or archives setting  
OR  
4 year or advanced degree-in-progress (or completed) and a combination of coursework and/or experience in a library and/or archive setting
- Prior work experience in a customer-facing role
- Basic knowledge of library systems and catalogs
- Facility with Microsoft Office Suite, in particular Word and Excel.
- Ability to take direction and work well in a team environment
- Ability to communicate effectively and show good judgment when dealing with the public;
- Ability to handle challenging customer interactions with grace
- Fluent in written and spoken English, with excellent written and verbal skills.
- Ability to work successfully in a multicultural, collaborative team environment.
- Ability to perform detailed work with accuracy and high quality
- Ability to lift and carry up to 30 lbs.

### **Things you should know:**

The California Historical Society is an Equal Opportunity Employer, deeply committed to diversity among its staff. The position is based in San Francisco, and may involve some evening and weekend work.

Interested candidates should submit a cover letter and resume or C.V. to [recruiting@calhist.org](mailto:recruiting@calhist.org). Resume review will begin immediately and continue until position is filled.