



## **MUSEUM COORDINATOR/LIBRARIAN I**

**DEPARTMENTS:** Inyo County Free Library/Eastern California Museum

**DEFINITION:** Under the general supervision and direction of, and in cooperation with, the Library Director and/or Museum Administrator, or one of their respective designees, the Museum Coordinator/Librarian I may be assigned to one or more Inyo County Libraries, the Eastern California Museum, or the Library and the Museum through the County's Authorized Staffing. The Museum Coordinator/Librarian I may be assigned, temporarily, to the department it is not cored to for purposes of leave coverage. If assigned to the Library, the position may be reassigned either temporarily or permanently to any location at any time based on the County's needs.

Under general and/or direct supervision, and working with other staff members, the Museum Coordinator/Librarian I performs a wide range of professional library and museum duties, including development, organization, maintenance and use of collections. May supervise staff and volunteers.

### **EXAMPLES OF ESSENTIAL JOB DUTIES**

Duties may include but are not limited to the following:

#### ***Customer Service***

Staff and maintain a facility; create a welcoming and safe environment for visitors/patrons; assist visitors/patrons; resolve visitor/patron complaints and problems; fulfill information or photo requests; assist visitors/patrons with the use of public access/research computers; operate circulation and/or sales desk; answer questions utilizing reference files and research library.

#### ***Professional***

Classify and catalog materials according to standard practices; utilize specialized collection software ( i.e., computerized integrated library system or museum collections management software) for data entry, registration, cataloging and other tasks; perform reference work, to include reference interviews and researching reference requests; assist with collection development; perform research work; identify and resolve issues with bibliographic records and other items; perform professional level tasks relating to the care and management of existing collections; prepare displays; assist with ongoing efforts to improve collections and permanent exhibits; assist in the creation of new exhibits; assist in collection inventories; assist with processing collections; participate

in selecting new materials; plan and conduct public events and programs including book signings and guest presentations; develop and conduct youth programs.

### ***Clerical and Administrative***

Handle cash from fines, fees, and sales; collect and maintain records and statistics; order books and other materials; process new materials; track invoices and payments; perform clerical functions including processing payments and payroll; maintain supplies and recommend supplies; track book sales; create sales report.

### ***Miscellaneous***

Implement and adhere to policies and procedures; assist in the interview process to select new employees; participate in other special projects; represent and advocate for the institution in the local community and with Friends groups when requested; develop and conduct youth programs; may train and supervise clerical or paraprofessional employees or volunteers; assist in simple troubleshooting and maintenance of computers and other equipment; transport materials to locations throughout the County; perform light housekeeping and cleaning; other related duties as assigned.

Career Ladder: The Career Ladder associated with this title when cored to the Library is Librarian II.

## **EMPLOYMENT STANDARDS**

Education/Experience: A Bachelor of Arts Degree or two years of library or museum experience. An Associate of Arts degree may be substituted for one year of experience and is desirable. Completion of two years of college level course work in literature, liberal arts, library science, museum studies, social science or closely related field may also be substituted for one year of experience.

Knowledge of: Public library and/or museum principles, practices, philosophy, methods, and materials. Basic cataloging and classification techniques including familiarity with basic computer-based systems. Basics of computer data entry, computer record-keeping and basic bookkeeping. Use of copier; basic phone, computer and Internet skills and customer service techniques. Ability to: Provide courteous, professional service to members of the public. Learn the integrated databases utilized by the departments; conduct research; provide guidance and assistance for patrons/visitors; teach the public to use, locate and evaluate information; assess the needs of the community; prepare complete and accurate reports; conduct special programs independently; adapt to new techniques and technologies. Interpret and follow policies and procedures. Maintain confidentiality as required. Physical Requirements: Must be able to sit for extended periods of time; stand and walk for extended periods of time; balance, kneel, reach, or grasp; use hands to finger, handle, or feel or operate objects, tools, or controls; talk and hear; lift, push, pull and/or carry up to 40 pounds; climb stairs; reach above shoulder level; push carts weighing up to 130 pounds.

- **Special Requirements:** Must successfully complete a County pre-employment background investigation. Must possess a valid operator's license issued by the State Department of Motor Vehicles. Must be able to work on evenings, weekends, and during special events. Must be able to work alone