



GENEALOGIST

Job Description

Under limited supervision, performs supervisory and professional work by supervising and coordinating all genealogy and local history functions for the Library System. The Genealogist maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction. The Genealogist has an extensive knowledge of local history and genealogy research methods. Will assist patrons with their genealogy/local history research in person, by phone, through e-mail and other forms of communication. Develops genealogy/local history services and collections in print and electronic formats. This position reports to the Library Director.

I. ADMINISTRATION

- A. Trains Library staff and volunteers in the use of genealogy/local history tools.
- B. Plans and participates in genealogy/local history weeding activities at the Library. Responsible for keeping the collection current and well rounded.
- C. Markets genealogy services throughout the community and beyond. Designs and implements Library promotions for Library genealogy services.
- D. Works with the Branch Managers/Library Department Heads to plan children's, young adult, and adult programs related to genealogy/local history for the Library System.
- E. Works with the Library Branch Managers/Coordinators on digitization projects.
- F. In conjunction with the Library Director, researches and writes grants related to genealogy and local history.

II. DUTIES

- A. Answer genealogy reference questions received by walk-in patrons, requests that are emailed (also received through other forms of communication), and/or called in.
- B. Strategize and execute research plans to answer family history-related questions.
- C. Acquire, maintain, update, and preserve the Genealogy Collection throughout the Library System.
- D. Consult national genealogical tables from a specific country or group of countries.
- E. Review genealogical publications and documents, such as church and court records, for evidence of births, baptisms, deaths and marriages in order to trace lines of descent.
- F. Develop charts showing family relationships and lines of descendants.
- G. Prepare brief sketches that emphasize points of interest in a particular family background.
- H. Assist with examining contents of individual folders.
- I. Assist with adding new items to the collection.
- J. Search and locate bibliographic information for selected titles.
- K. Photocopy materials for replacement.
- L. Digitalize materials for the Genealogy Library Collection.
- M. Create new labels and folders as needed.
- N. Assist and direct patrons to collections and information.
- O. Familiarity/ease of use with Ancestry.com and Heritage Quest.

III. KNOWLEDGE, SKILLS, AND ABILITIES

A. Knowledge

- Knowledge of how to locate and utilize local and social history sources (both print and digital).
- Knowledge of how to utilize genealogical data programs.
- Locate and interpret original records and other sources that utilize first and second-hand knowledge.
- Use vital, tax, church, census, military, legal, cemetery, and property records, personal papers, books, magazines and the Internet.
- Complete pedigree charts, family group sheets and written reports of findings, including copies of documents, evaluation of progress and suggestions for further research.
- Continuing knowledge through on-going professional development.

- Working knowledge of professional library principles, practices, functions, methods, and administration.
- Working knowledge of automated library circulation systems and online databases.

B. Skills

- Strong computer, technical, and database skills.
- Must be able to operate a fax machine, copy machine, calculator, telephone, photocopier, computer, and printer.
- Excellent communication and organizational skills.
- Time management.
- Financial management.
- Customer service.
- Project management.
- Business writing.
- Accuracy, good work ethic, and dependability.

C. Abilities

- Honesty and ability to keep confidential matters confidential.
- Ability to communicate effectively with library staff, patrons, city employees, Board Members, Friends, Government Officials, and other community members.
- Ability to have a methodical approach to research activities.
- Ability to consult with others in order to coordinate information and disseminate data.
- Ability to effectively prepare and present reports to patrons/library staff/Library Director.
- Verbal Ability: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.
- Numerical Ability: Requires the ability to utilize mathematical formulas, to add and subtract; multiply and divide; utilize decimals and percentages.
- Interpersonal Temperament Ability: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Ability to set priorities and coordinate multiple projects.

- Ability to travel among the various library branches and library sites.
- Ability to establish efficient, realistic plans that clearly convey the mission and philosophy of the Library, set priorities, and communicate, share, evaluate, and measure information and plans.
- Ability to perform with a minimum of supervision, to work collaboratively in a team environment, and to demonstrate professional standards, good judgment, dependability, and timeliness in work environments.
- Ability to travel among the various Library Branches and library sites.

IV. OBJECTIVES/PHYSICAL ACTIVITIES

- A. Must be able to perceive sounds at normal speaking levels with or without correction and have the ability to give and receive detailed information through oral communication.
- B. May be required to stand, walk, reach with arms and hands, bend or stretch, climb or balance, and to stoop or kneel in order to locate and obtain information, materials or equipment of a wide variety of sizes and shapes throughout the library, up to 50 pounds.
- C. Must be able to grasp and turn objects.
- D. Must have specific vision abilities required including close vision, distance vision, color vision, peripheral vision and depth perception.
- E. Required to sit and use the computer workstation, including keyboard and visual display terminal for extended periods of time.
- F. Must possess, or obtain upon employment, a valid Arkansas driver's license

V. OTHER DUTIES AS ASSIGNED

VI. **Reports To:** This position reports directly to the Library Director.

VII. **Job Requirements:** A Bachelor's Degree or a minimum of four (4) years Genealogy and/or Library experience.

Salary Range: \$12 hour. This is a 20 hour a week position.

Approved by the Library Board: December 15, 2015

Revised On: December 6, 2024