



City of Rochester (NY)
Historical Services Coordinator

SALARY	\$56,097.00 - \$74,360.00 Annually	LOCATION	Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	24DM777PLA31
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	07/23/2024	CLOSING DATE	8/5/2024 11:59 PM Eastern

General Description

This position is in the Local History Division of the Rochester Public Library. The incumbent's primary responsibility will be the supervision of daily division operations. This includes oversight of staff, public services, and collections (including ensuring preservation of and public access to original records and materials in special collections). The employee works under the direct supervision of a member of the Library's Senior Management Team. Performs related work as required.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

Typical Work Activities

- Schedules and supervises division staff;
- Manages division budget and purchasing;
- Collects data and submits monthly and annual reports as requested;
- Verifies that public, office, and storage spaces, and equipment, are properly maintained and safe and meet standards for preserving special collections.
- Supplies reference services and instruction to library users;
- Maintains up-to-date Reference Desk procedures;
- Develops and manages internal and external partnerships;
- Performs collection development by purchasing and/or deleting book titles;
- Oversees cataloging and preparation of materials for public use through consultation with the Technical Services Department;
- Plans and implements library programs;
- Compiles bibliographies and functions as subject specialist;
- Assesses materials for historical significance;
- Manages and/or assists with special projects, including grant writing;
- Coordinates marketing of division programs and the division's internal communications.

Minimum Qualifications

A. Master's degree in American History, History, Information and Library Science or related field; **PLUS** two (2) years of paid or unpaid experience that includes supervising staff, conducting historical research, and making oral presentations.**

OR

B. Bachelor's degree in American History, History, Information, and Library Science or related field; **PLUS** four (4) years of work experience as described in A.

**The required experiences may have been gained simultaneously, or within different times and positions.

Agency

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>