



Job Description

Job Title: Reference Assistant
Department: Research Library
Reports To: Library Manager
FLSA Status: Non-Exempt
Hourly Rate:
Hrs per Week: 34.0 hours
Prepared By: Xenium
Prepared Date: 3/10/11
Approved By:
Approved Date:

SUMMARY

The Reference Assistant assists the Research Librarian in providing efficient, accurate, and knowledgeable assistance to research library users through public contact, telephone, written and electronic means; research in all library collections; provides direct research assistance at public reference desk for all library collections including but not limited to maps, government documents, rare books, photographs, and manuscripts. Maintains reference collections including but not limited to books, serials, microfilm, government documents, CD-ROMS, video & audio materials, and biography and subject files. Assists in scheduling maintenance and overseeing the care of specialized library equipment. Carries out special projects at the request of the Library Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists the Research Librarian in providing reference and information assistance to patrons of the research library; in introducing patrons to reference materials in all formats; and in providing bibliographic instruction in research methods and database use. Assists in maintaining organization of the reference area.
- Assists Research Librarian in compiling and reporting monthly reference desk statistics and statistics on work cataloged.
- Contributes to the department as a whole through participation in various duties as assigned by the Library Manager.

Percentage of Time Allotted:

%	85	Assists in providing reference and information assistance
%	5	Assists in compiling and reporting monthly reference desk statistics
%	10	Various department support

Interpersonal Contact:

Daily, direct contact with patrons, OHS staff, volunteers and students, other library and public history professionals, state and private agencies, and the general public.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Knowledge of current principles and methods of professional library service; knowledge of current library organization; knowledge of current reference procedures. General knowledge of current library automation procedures and practices. Ability to work without close supervision. Ability to understand and apply highly complex policies and procedures. Ability to deal effectively with patrons, employees,

and the general public. Ability to operate a microcomputer, microfilm readers, reader/printers, and library automation terminals and equipment.

EDUCATION and/or EXPERIENCE

Requires a bachelor's degree in history or a related discipline. Knowledge of online reference resources and skill at searching those resources. Experience working in a research library.

Preferred Skills:

Knowledge of United States and Oregon history. Knowledge of MARC cataloging, Encoded Archival Description (EAD). Knowledge of theory and practice of library and archival work. Experience working with researchers and conducting research in a research library setting. Knowledge of special collections procedures, including security and preservation procedures. Knowledge of the holdings of the Oregon Historical Society Research Library.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COMPUTER SKILLS

Has moderate computer job skills including logging on to systems, ability to communicate by email, ability to compose documents, enter database information, create presentations, download forms, and preserve/backup important data. Basic knowledge Microsoft Office application (Excel, Word, Outlook, etc.) is essential. Knowledge of searching techniques in online resources, such as Google.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS & OTHER REQUIREMENTS

Valid Oregon driver's license and the ability to pass a background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet. This position requires extended work hours at busy times of the year. Must be willing and able to work a flex schedule to meet the demands of the position. May be required to work in a confined space shared with other workers and/or volunteers.

Position submitted by: _____

Date: _____

Approval: _____

Date: _____