

BANNING LIBRARY DISTRICT

POLICY MANUAL

Policy Title: Historian
Policy Number: 2067
Salary: \$19.50 – \$25.00 (Hourly)
Date: May 2019

GENERAL DESCRIPTION

The Historian is a non-exempt professional classification under the general direction of the Librarian. Performs a variety of professional activities, including the oversight of the Banning Library historic collections, archival processing and preservation of documents, books, and other materials deemed to be of historic value to the community.

JOB DUTIES

- Responsible for developing classes, programs and exhibits related to the history of the Banning, San Geronio Pass, Riverside County and/or the state of California
- Develop, implement and conduct a variety of collection related educational programs and activities; including tours and instructional classes in the area of history and archivist work
- Develop, arrange, and describe archival collections in accordance with accepted standards and practices for public reference and use
- Work with other groups, such as historical society and museums
- Recommend development of collections to the Librarian
- Process, digitize, and preserve archival materials and collections
- Identifies all historical materials that must be supervised when utilized by the staff and public
- Answers reference questions and assists staff at the public service desk; and Research historical/archival materials and instructing the public in the most effective use of the Library's collections and historical information
- Performs professional library work including the preparation of bibliographies and organizing exhibits and displays
- Reviews and makes recommendations on purchases and repair of historical books and other historical library materials
- Trains other library personnel and volunteers in the reference, handling and research of databases related to the historical area of the Library
- Performs other duties as assigned

REQUIRED QUALIFICATIONS

- Master's degree in library and information science (MLIS) from an accredited university by the American Library Association, history, or archives; OR
- A bachelor's degree in library science, history, archives, or related field plus AND three (3) years of experience in a library as a historian, archivist, or related field; OR
- Five (5) years of experience in a library as a historian or archivist.
- Possess a valid California driver's license.
- Ability to communicate in both writing and orally.
- Bi-lingual skills a plus.
- Physical Demands: Push and pull book carts weighing up to 20 pounds, lift up to 20 pounds, walk, stoop, kneel, crouch, stand, and sit for a long period of time.