



JOB DESCRIPTION

LIBRARY TECHNICIAN II ARCHIVE COLLABORATIVE OUTREACH COORDINATOR PART-TIME TEMPORARY

Title: Library Technician II
Archive Collaborative Outreach Coordinator

GRADE:

Department: Belen Public Library/Belen Harvey House Museum **BARGAINING:** None

Supervision Received: Library Director

Revised: 6/2021

Supervision Exercised: None

GENERAL PURPOSE:

This position involves responsible and professional work that includes the planning, organizing, and reporting on the progress, policies and events of the Valencia County Archive Collaborative and the archives housed at the Belen Harvey House Museum Branch Library. The Archive Collaborative Outreach Coordinator is responsible for ensuring that members of the Valencia County Archive Collaborative and members of the public have a positive, high-quality experience at Archive Collaborative events, and that Valencia County Archive Collaborative members and volunteers receive the support necessary to carry out their respective responsibilities to achieve a coordinated and publically accessible regional archive. This position skills in public outreach and social media, as well as in providing service to archival partners and community members. The Archive Collaborative Outreach Coordinator should coordinate with and report to the Library Director. Activities are performed with independent judgment and initiative within the policies established by the Belen Public Library and the City of Belen, with an emphasis on provision of excellent customer service.

ESSENTIAL DUTIES:

- **Archival Support:** Provide accessible, technical or general information to the public about the Valencia County Archival Collaborative and the archival collection at the Belen Harvey House Museum. Ensure tracking of all relevant evaluation data for the Valencia County Archival Collaborative and related events, and maintain a database of relevant data. Act as a point of contact for the Valencia County Archival Collaborative. Perform careful and delicate procedures necessary to the preservation and conservation of archival materials, particularly during Collaborative meetings and public engagement events.
- **Document Preparation:** Prepare monthly reports, newsletters, and other publications necessary for public information, Archival Collaborative communication, and funding proposals and periodic reports. Maintain, update, and revise documents, policies, and finding aids generated through the Archival Collaborative, and distribute them to Collaborative members and other reviewers as appropriate.
- **Archival Programs & Events:** Prepare Collaborative and public engagement events and presentations, coordinate scheduling of Collaborative meetings and public engagement events, and help plan workshops and other interactive aspects of Collaborative meetings and public engagement events. Ensure that sufficient supplies are prepared, that volunteers understand procedures, and that members of the public have been notified of start and end times for community engagement events. Ensure participant counts are taken and surveys are handed out whenever needed. Also make sure adults are given photo releases to fill out and photos are taken at Collaborative and community engagement meetings and events.

- **Promotion and Outreach:** Serve as the contact person for the Archival Collaborative. Share program and event information with community, news media, social media, and local organizations. Create an engaging and interactive social media presence for the Archival Collaborative. Maintain contact with local, statewide, and national archival organizations about Archival Collaborative events and accomplishments. Design and create promotional materials for the Valencia County Archival Collaborative and Belen Harvey House archival collection as needed.
- **Belen Harvey House Archives:** Teach staff, volunteers and members of the public how to use the archival organizational materials as they are developed so they can make effective use of the range of archival resources, including genealogy research, at the Harvey House and other holdings of the Valencia County Archive Collaborative. Create promotional materials as needed.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS:

- Candidate must have excellent oral and written communication skills.
- Candidate must have knowledge of archival operations, including collection development and finding aids.
- Candidate must be able to organize and perform work functions with limited supervision.
- Candidate must be able to formulate short and long term goals, including tracking and documenting progress towards those goals..
- Candidate must be available to work evenings and weekends.
- Candidate preferably possess a four-year accredited college degree in a related field or equivalent life experience.
- Candidate must possess and maintain a valid New Mexico driver's license.
- Candidate must successfully complete drug testing.
- Candidate is preferably bilingual (Spanish/English).

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 frequently required to ascend and descend stairs, walk, sit and talk or hear. The employee is frequently required to use hands or fingers, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to push, pull, climb or balance, stoop, kneel, or crouch. Position requires frequent bending, reaching and lifting.

The employee must occasionally lift up to 25 pounds and move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the 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.

While performing the duties of this job, the employee works inside building conditions. The employee may occasionally work in moderately high places.

The noise level in the work environment is normally quiet to moderate pitch, with occasional noise from nearby trains.

DISCLAIMER: The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, requirements or knowledge, skills and abilities.

This job description does not constitute a contract for employment.

I, _____, have reviewed the job description.

Print Name

_____ **Date:** _____

Signature

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.