



Job Title: Librarian
State Equivalent Pay Grade: 24
FLSA Status: Full-time, Exempt
Supervisor: Director of Collections and Access
Last Revised: June 3, 2024

General Description

The Librarian is responsible for administration of the Howard and Alba Leahy Library, including its facilities, collections, staff, and projects. The Librarian has primary curatorial responsibility for the printed, manuscript, broadside, photograph, audio, and film/video collections. The Librarian reports to the Director of Collections & Access and works directly with the Collections Manager to develop, strategize, and manage projects related to the collections work of the Vermont Historical Society.

Primary Responsibilities

- Ensure ongoing and expanding access to Library collections through cataloging, digitization, exhibits, and statewide outreach
- Establish all library procedures and supervise the Access Librarian, library assistant(s), and library volunteers. With the Director of Collections and Access, set library policies.
- Help develop and manage library budget.
- Coordinate the purchase, donation, acceptance, and acknowledgement of all incoming library materials, and seek out new materials to fill collections gaps as appropriate
- Maintain connections with universities, and independent researchers to promote ongoing research into the library collections of the VHS
- Provide physical access to, and security of, the library collections, including monitoring environmental controls, collections housing, collections furniture, and collections handling.
- Set all conservation and bookbinding priorities as well as processing said work.
- Present Vermont history and the collections of the Leahy Library of the VHS through periodic public speaking, publishing, and providing content for VHS outreach

- Assist development staff in the identification of funding opportunities to support collections & access, including the submission of requests for funding, membership support opportunities, and individual donor planning and solicitation. Serve as project director on grant-funded initiatives as appropriate.
- Along with the Access Librarian, library assistant(s), and volunteers, provide reference services.
- Represent VHS in various professional groups and public organizations.
- Other duties as assigned.

Relationships

The Librarian reports to the Director of Collections and Access and supervises the Access Librarian, library assistant(s), and library volunteers. The Librarian is a critical position within the Vermont Historical Society and works closely and collaboratively with all staff.

Environmental Factors

- Duties are performed in a standard office setting, based in Barre, Vermont.
- Certain duties will require heavy workloads and tight deadlines
- Moderate travel requirements may occur, for which a valid driver's license is required.
- Occasional weekend and evening work will be required.
- Must be able to lift and move 40 lbs.

Required Qualifications

- Master's degree from an ALA-accredited program
- 5 years experience in special collections or archives
- Excellent interpersonal, oral, and written communication skills.
- Ability to juggle competing demands on time.
- Familiarity with cataloging and metadata technical standards such as MARC21, Dublin Core, DACS rules, Library of Congress Subject Headings
- Experience working with Integrated Library Systems

Desirable Qualifications

- Demonstrated interest in U.S. history
- Knowledge of, and strong interest in, Vermont history.
- Experience in management, creation, and quality control for digital databases
- Demonstrated ability to adapt historic library practices to modern patron needs.