

Genealogy and Local History Specialist

Department

Roberts Library

Immediate Supervisor

Butler Center Chief Archivist

Job Summary

The Genealogy and Local History Specialist provides assistance to patrons who visit the Roberts Library research room and promotes the Butler Center's work in genealogy.

Essential Duties and Responsibilities

- Provides assistance to library patrons, with emphasis on genealogical materials.
- Conducts tours and programs on genealogy and local history.
- Mains vertical files.
- Keeps research-room statistics.
- Oversees equipment in the research room.
- Trains staff in genealogical research methods.
- Monitors research room supply needs.
- Other duties as assigned.

Qualifications and Requirements

- Undergraduate degree in history or a related field
- 2 years' experience in genealogy research or a related field
- Extensive knowledge of genealogy research methods
- Proficiency with various genealogical databases, including Ancestry, Fold3, and Newspapers.com
- Excellent communication and research skills

Physical Requirements

- Long periods of sitting required