

Librarian Job Description

Position: Librarian

Responsible To: Executive Director

Status: Project focused position, Full or part-time not to exceed total gross of \$23,000.00

Position:

The Librarian position at the Beloit Historical Society (BHS) is a grant funded, project specific position. Scheduling is full or part-time for the length of time needed to complete the project and/or expenditure of the funding, not to exceed total gross of \$23,000. The Beloit Historical Society library consists of published books, journals and periodicals related to the history of the City of Beloit and surrounding region. The position entails a review of the library materials to identify fragile and rare items that need special care, differentiating them from items for general public use. The librarian will catalog and enter data for collection items into the PastPerfect collection database used by BHS. Training is expected to be provided for the PastPerfect program. The Librarian position also includes the creation of an organizational system to make the materials accessible to library users and develop policies and procedures on the use of these materials.

Qualifications:

- A degree in Library Science or related field
- A minimum of three years' experience working in a library

Skills and Abilities:

- Demonstrates excellent analytic skills
- Strong organizational skills
- Ability to classify and catalog materials
- Experience developing policies and procedures for the use of materials
- Experience cataloging and arranging the public space

Personal Skills:

- Ability to handle multiple tasks and prioritize job duties.
- Ability to work independently and complete tasks as assigned.
- Dependable in attendance and punctual
- Willingness to increase knowledge.
- Interpersonal skills and ability to work as part of a team

How to Apply:

Submit an application packet consisting of a current resume, cover letter and three references to the Beloit Historical Society, by mail to 845 Hackett St., Beloit, WI 53511 or email to Donna Langford at dlangford@beloithistoricalsociety.com with the subject line "Librarian Position" by March 30, 2023.