

FULTON COUNTY, GEORGIA

CLASS SPECIFICATION

CLASS TITLE: Library Research Associate

CLASS CODE:	EEO CODE:	SALARY RANGE:	FLSA STATUS:	PHYSICAL PROFILE:	TEST CATEGORY:
202643	B	C42	Exempt	#2	B

JOB SUMMARY: Incumbents in this class perform process duties related to research and writing related to manuscripts, photographs and archives for the library system. Responsibilities include assessing special library collections, assisting patrons with special collection research, preparing special historical exhibits, and providing expert advice to a variety of individuals and committees.

DISTINGUISHING CHARACTERISTICS: This is a stand-alone classification within the library classification series. This classification is distinguished from others in the series by its research focus and expertise in historic documents, photographs, and manuscripts.

ESSENTIAL DUTIES: (This list is a representative sample: position assignments may vary.)

- Assesses and evaluates condition of special photographs, clippings, manuscripts and other historic collections. Organizes and prepares special material for storage.
- Prepares guidelines for processing, handling and storage of special collections.
- Assists library patrons with archives and manuscripts research.
- Plans and prepares or assists in preparation of exhibits promote archival research. Researches and writes histories and brochures for exhibits. Displays materials for public viewing.
- Serves on library and community committees to plan and conduct special events and exhibits.
- Coordinates the library internship program.
- Prepares reports of archives collection activities and services.
- Researches obscure and cross-cultural topics using primary and secondary sources, including elder interviews, archives, special collections and other sources. Develops and prioritizes work plans. Performs research. Submits extracts of research to journals for publication.

KNOWLEDGE: (position requirements at entry):

Knowledge of:

- Archives;
- Arts and cultural history;
- Wide variety of research techniques and methods;
- Internship programs;
- Design principles for brochures and exhibits.

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SKILLS: (position requirements at entry):

Skills in:

- Applying research practices;
- Solving problems;
- Using library systems;
- Using computers and variety of software applications;
- Interviewing;
- Exhibit planning and mounting;
- Working effectively with a committee;
- Letter and report writing;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc., sufficient to exchange or convey information and to receive work directions.

EXPERIENCE AND TRAINING: (position requirements at entry):

Completion of history related to course work equivalent to a Master's degree; training in research and two years historical research experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS: (position requirements at entry):

- None required.

PHYSICAL REQUIREMENTS:

Positions in this class typically require stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions, Work in this class involves exposure to dust.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated Light Work.

Physical Profile:

This is a Category #2 Physical Profile class and position. All applicants for initial entry by outside hiring into a permanent Fulton County position in this category shall be required to conform to **Part II** of the physical standards and criteria as approved and established by Personnel Board resolution dated November 1, 1988.

Classification History: Draft retyped by Fulton County Personnel 6/21/99.

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