

Pope County Library System

Job Description

Department:	<i>Genealogy</i>
Job Title:	<i>Assistant Genealogist</i>
Reports To:	<i>Genealogy Department Head</i>

Job Purpose

The Assistant Genealogist provides administrative, professional, and research assistance to the Genealogist through organization, storage, and preservation of the headquarters and branch libraries genealogy collection. The Assistant Genealogist is the lead for programming and promotion of the Genealogy department.

Duties and Responsibilities

I. Duties of the Assistant Genealogist:

- a. Handle public inquiries, deal effectively and courteously with the public through written and oral communications
- b. Create marketing materials and information handouts; represents the Genealogy department on library social media
- c. Develop and implement Genealogy and Arkansas History Programming
- d. Preserve and maintain the Arkansas History and Genealogy collections in the Genealogist's absence
- e. Provide general research and respond to research requests as needed
- f. Acquire an extensive historical knowledge of local, county, and state history, and familiarity with Pope County names and families
- g. Select, evaluate, preserve, restore, and exhibit objects, articles, materials, photographs, and ephemera
- h. Organize, develop, plan, and produce projects for the department
- i. Possess up-to-date computer and technology skills necessary for effective communications and presentations
- j. Stay informed on current trends, emerging tech, genealogy, librarianship, family history, and similar fields
- k. Performs offsite Outreach with the Genealogist

Relevant Qualifications and Experience

Required: one to three years of demonstrated experience in history, museum science, genealogy, teaching, or experience presenting educational programs and presentations.

Preferred: Bachelor's degree in history or related field.

Working conditions

Duties are performed both indoors in an office environment and outside. Hazards are considered minor and controllable but may include exposure to human error. Librarians are expected to serve the public with goodwill. This position is part-time and works a maximum of 19.5 hours per week.

Physical requirements

Duties require extended periods of standing, walking, sitting, and talking or hearing. Duties require occasional periods of climbing or balancing, pulling/pushing items, lifting/carrying items, keyboarding, reaching with hands and arms, stooping, kneeling, crouching, or crawling; maintenance and mechanical aptitude required. Weights up to 80 pounds are encountered. Vision requirements include close vision and the ability to adjust focus. Reading materials and verbal instructions require complex interpretation. The noise level is usually moderate.

Direct reports

Genealogy Clerk and Volunteers

Approved By:	<i>Pope County Library Board</i>
Date approved:	10.15.2025
Reviewed &/or Revised:	10.15.2025