LOCAL HISTORY SPECIALIST

Department: Public Services
Revised Date: February 2022
Class Code: 870
FLSA Status: Exempt

About Spokane Public Library
The Spokane Public Library’s mission and vision is to be a community of learning and to inspire a thriving city through cultural and educational opportunities. We value education, collaboration, diversity, innovation, the customer experience, and everyday accountability. Since 1894, we have been dedicated to bringing people, information, and ideas together for the continuous growth and success of our community.

We are committed to staff development, recruitment, and promotion that embraces diversity in age, race, color, ethnicity, marital status, gender identity or expression, language, national origin, mental and physical ability, religion, sexual orientation, veteran status, and other characteristics. We are committed to creating a workplace that is welcoming of intersectional identities in all its forms.

Position Overview: The Local History Specialist works with library staff and community members to make the unique history of the Inland Northwest come to life. A typical day might include special events, exhibit curation, research, and digitization projects. In addition, the Local History Specialist will oversee the Inland Northwest Special Collections (formerly known as the Ned M. Barnes Northwest History Room) at the Central Library and will attend to its ongoing curation.

Primary Responsibilities:
● Develop and implement exciting programs and resources about Inland Northwest (INW) history at Central Library and other branches.
● Create pathfinders and guides for house history and other popular research areas.
● Connect Spokane’s diverse communities with education, information and programming.
● Plans programs and events independently and in collaboration with other library staff.
● Develop programs and educational resources with consideration for historically underrepresented groups.
● Actively reduce the barriers and elitist reputation of history research and access.
● Collaborate with other cultural and historical institutions in Spokane.
● Maintains familiarity with new paradigms and trends in history and culture.
● Connects history to other parts of the library collections, specialties etc.
● Manages and develops archive.
● Cultivates a strong sense of community.
● Coordinates and performs community outreach activities.
● Delivers public presentations to the community.
● Partners with local organizations to build synergy within the community.
● Provides community groups and businesses with cutting edge resources to meet their goals.
● Provides customer service, and provides resources to answer questions from the public about the collection and INW history.
● Instructs customers in the use of Library equipment and resources.
● Develops, coordinates, and facilitates public classes and workshops.
● Interprets and explains Library policies and procedures; resolves customer issues and complaints.
● Conducts a variety of duties related to the acquisition, cataloging, processing, and maintenance of library collections.
● Coordinates volunteer activities.
● Responsible for a branch or department in the manager’s absence.
● Supports the principle of free, open, and unrestricted access to information and ideas regardless of the medium in which they exist.
● Actively participates in SPL culture/community.
● Performs other duties as assigned or required.

Preferred Education and Experience:
Relevant transferable skills from a variety of sources and experiences. This could include experience working with Spokane or Northwest history, public programming, research, public history, museums, archives, historic preservation or other similar settings. Love of history, community engagement, and, most of all, Spokane.

An equivalent combination of knowledge, skills, education, and experience including an MLIS, a Bachelor’s or Master’s degree in fields like history, archives, museums, etc.

Physical Demands / Work Environment:
● Work is performed in a public library environment and is subject to sitting, standing, walking, bending, reaching, climbing step stools/ladders, and lifting of objects up to 20 pounds.
● Must be able to push/pull book carts and lift/carry library materials and equipment.