

Tennessee Secretary of State
Tre Hargett



Division of Human Resources and Organizational Development
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Director

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JOB DESCRIPTION

Librarian 1

Tennessee Department of State

The Tennessee State Library & Archives Public Services Section

Mission: The mission of the Office of the Secretary of State is to exceed the expectations of our customers, the taxpayers, by operating at the highest levels of accuracy, cost-effectiveness, and accountability in a customer-centered environment.

Supervisor: Librarian 3 - Supervisor

Summary: Assist the General Assembly staff and the public -- in person, in writing, via e-mail and by telephone -- by answering reference questions of simple to moderate difficulty. Individuals in this classification demonstrate curiosity, patience, and an eagerness to work with a diverse patron base via a variety of modes of communication.

Duties/Responsibilities:

- Perform informative services at the Public Services desks and via virtual reference, including a minimum of one Saturday per month.
- Assist patrons with questions related to general orientation to the research rooms, history, genealogy, legislative records and other subjects.
- Answers phone, e-mail, and online chat reference requests by searching for the materials, producing required reproductions, corresponding with researchers, and mailing materials, and preparing written responses.
- Provides reference assistance for online institutional resources, such as the Tennessee Electronic Library (TEL), Ancestry, Fold3, HeritageQuest, ProQuest Historical Newspapers, and related content; keeps current with new databases added and navigational changes within TEL.
- Research projects of historical or genealogical interest to TSLA patrons.
- Reshelves books located in the Tennessee Room and retrieves books and vertical files from closed stacks requested by patrons.
- Reconcile daily financial reports against monies collected.
- Work on assigned projects with other sections in TSLA.
- Perform other duties as required.

Minimum Qualifications:

Education and Experience

- Possess a Master's Degree in Library Science or Information Science from an ALA-accredited college or university and/or master's degree in public history or a related field.
- Experience in genealogy or Tennessee history desired.
- Knowledge of legal research and legislative history research desired.

Knowledge and Abilities:

- Possesses intermediate to advanced skills in researching library, archival, and microfilm sources, websites, and online databases and resources.
- Demonstrates excellent oral and written communication skills, by phone, mail, e-mail, and with the public.
- Experience with website page construction and social media platforms considered a plus.
- Communicates complex information clearly to individuals and to small groups.
- Applies sound analytical thinking to problem-solving.
- Proficiency in current and emerging technologies is especially desired, combining past and present research tools to devise search strategies in response to research requests and project assignments.

Physical Requirements:

- Perform some work while standing, including walking with individuals and groups to locate materials or orient them to the Public Services Section.
- Possess the ability to lift a minimum of twenty (20) pounds.

Health, Safety, and Collections Security:

- Assist the organization to create a safe and healthy working environment by working safely with the equipment provided.
- Follow instructions given for health and safety purposes and immediately report any unsafe working practices or hazardous working conditions.
- Take whatever measures are necessary to protect the collections from loss, mutilation, or theft.

Salary: \$47,000 annually plus the State of Tennessee benefits package.

To apply: Email your resume and cover letter to Human Resources at sos.hr@tn.gov. Please include the position you are applying for in the email subject.