



Special Collections Librarian

The Georgia Historical Society (GHS) is the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. GHS houses the oldest and most distinguished collection of materials related exclusively to Georgia history in the nation. To learn more, go to www.georgiahistory.com.

Position Summary: The role of the Special Collections Librarian is to manage and oversee a private library and to ensure high-quality reference services for patrons. Incumbent is responsible for coordinating reference staffing, scheduling the day-to-day operations of reference services, supervising in person and remote reference services, overseeing shelf reads and other library projects, and performing copy cataloging and original cataloging of library and archival materials according to accepted national standards. This position is on-site in Savannah, GA and works under the direction of the Vice President of Education and Programs.

Responsibilities Include (incumbent may perform other duties as assigned):

Manage and Support Reference Staff (percentage of role - 25%):

With guidance from Human Resources and senior management, lead the onboarding, training, retention, motivation, performance evaluation, and, when necessary, performance management of reference staff. Implement a structured onboarding and training program to ensure all new library staff are effectively introduced to Georgia Historical Society (GHS) policies, procedures, tools, and systems. This includes initial orientation, role-specific instruction, and ongoing mentorship. Ensure all team members are well-versed in GHS's policies and procedures, including but not limited to reference services, digital asset management, and library projects—both new and ongoing. Monitor individual and team performance to ensure productivity and accountability, aligning work with institutional goals and established processing metrics. Work collaboratively with senior leadership and Human Resources to address staffing issues, provide performance feedback, and guide professional growth. Create and maintain a continuous professional development framework for all reference staff. This involves identifying and addressing skill gaps, offering regular internal training sessions on library standards, and researching and encouraging participation in workshops, webinars, and conferences relevant to their roles.

Service and System Lead (percentage of role – 25%):

Patron Services:

Lead the delivery of high-quality reference and information services to researchers, patrons, and internal staff. Oversee the work of reference staff in response to incoming reference and image use requests in a variety of formats (email, telephone, in-person, and mail) to ensure a timely turn-around response including ensuring the logging of incoming requests, monitoring response times, ensuring payment for research and image requests are paid in full, etc. Ensure consistency and excellence in public service by maintaining up-to-date procedures and service standards. Coordinate and present special programs, instructional activities, and outreach efforts to broaden access to GHS resources statewide. Manage donor and patron interactions related to research and collections access in collaboration with development staff when appropriate.

Library Collection and Development:

Oversee the growth, organization, and preservation of GHS's library holdings, including rare books, microfilm, and other library material with awareness, support, and guidance from senior management. Develop and monitor strategic library goals and work plans that align with the institution's mission. Supervise the application of best practices for cataloging, display, and storage of materials. Maintain and analyze usage data and patron/collection statistics to guide strategic planning and reporting. Oversee and/or performs copy cataloging and original cataloging of rare and non-rare library and archival materials to facilitate their identification, access, and use. Promotes the use of consistent, authorized headings in local and national files. Performs and oversees a variety of cataloging maintenance activities. Oversee collections management tasks for book and serial collections including shelf reading, inventorying, and deaccessioning projects. Supporting the Collections Registrar, implement deaccessioning activities as directed.

Educational Programming and Community Archives (percentage of role – 20%):

Work with and support Education and Program staff in the development and implementation of onsite educational programs for students, educators, and general audiences. Facilitate community education, training, and collection development events both onsite at GHS and offsite in collaboration with Community Engagement Officer and other GHS staff.

Facilities Maintenance / Security (percentage of role – 10%):

Responsible for ensuring the reading room and all materials are secure during operating hours and that opening and closing procedures are implemented according to policies and procedures. In coordination with the Director of Finance and Administration, work with others in the development, repair, and maintenance of the special collections library ensuring leadership is apprised of the condition of the building. Make recommendations as to the priority of maintenance projects.

Collaboration and Reporting (percentage of role - 10%):

Work closely with senior leadership to plan and establish long-term goals and strategic objectives for the library, ensuring alignment with the Georgia Historical Society's overall mission and institutional priorities. Serve as the primary liaison between the library and senior leadership, advocating for departmental needs and communicating progress, challenges, and resource requirements. Lead the preparation and submission of detailed narrative and statistical reports for internal and external audiences. Reports may include metrics on patron usage, processing benchmarks, and staff productivity. Reference developments to senior management on a regular basis through written updates, dashboards, and verbal briefings. Utilize a range of productivity and reporting platforms to collect, organize, and present information effectively, including:

- Microsoft Excel for data tracking, metrics, and statistical analysis
- Asana for project management tracking, assigning, and reporting
- Microsoft Teams and Outlook for internal communication and meeting coordination
- Word and PowerPoint for preparing written narratives and presentation materials for leadership and board-level reporting

Finance and Development (percentage of role - 5%):

Draft or review proposals, solicitations, fundraising promotional materials, grant reports, etc., related to funds for the library as needed. Articulate supply or other budget requests. Oversee the collection of fees and charges.

Technology and Compliance Oversight (percentage of role – 5%):

Oversee the administration of copyright compliance and enforcement of contractual obligations related to the use, access, reproduction, and distribution of library and other identified materials. Ensure all activities align with legal standards and institutional policies. Supervise the application and ongoing maintenance of technologies used to deliver and enhance reference services, ensuring tools are effectively integrated into daily workflows and meet the needs of both staff and patrons. Manage the use of EOS for library collections as the library's system of record. Responsibilities include system configuration oversight, data integrity, staff training, and process improvement related to cataloging, accessioning, and accessing.

Supervisory Responsibilities: This position directly supervises reference staff as well as occasional interns and volunteers.

Qualifications:

Position requires professionalism, adaptability, emotional maturity, and intelligence in a demanding and fast-paced environment with an employment history that reflects tenure and stability. Comfort working selflessly behind the scenes for the good of the institution.

Knowledge, skills and abilities: Thorough knowledge of the principles and practices of library functions, including access, reference services, and preservation. Demonstrated ability to administer and oversee the daily and strategic activities of a library, including the supervision of staff, prioritization of competing tasks, and effective resource management. Experience in developing and organizing reference resources. Knowledge of the principles and procedures of professional library work including methods, practices, and techniques of library cataloging and classification.

Must represent GHS in a professional manner and be able to work well with diverse groups of people with a strong service orientation. Demonstrated ability to work independently and as a part of a team, to organize and prioritize work, act with initiative and good judgment, and to effectively supervise the work of others. Excellent writing, editing, and proofing skills, along with excellent problem solving, interpersonal, and communication skills. Must model positive, solutions-driven responses to challenges and be a creative problem-solver. Must have strong project management skills (e.g., ability to prioritize, manage deadlines and expectations, make appropriate adjustments, and communicate proactively).

Education: Master's degree in library and information science from an accredited college or university. Candidates with a business degree in addition are highly preferred.

Experience: A minimum of eight (8) years of progressively responsible library, museum, and exhibitory experience including at least five (5) years in a supervisory capacity. Experience working in a historical society or special collections library is strongly preferred, however experience in academic, corporate, or law library collections will be considered.

Physical Requirements:

Must have the ability to alternate between sitting and standing for extended periods and walking and standing frequently. Must be able to reach with hands and arms, lift and carry objects up to 50 pounds occasionally, and use hands to manipulate objects including a keyboard/mouse and GHS collection material. Must have good vision and hearing to perform tasks like reading documents and communicating with colleagues, donors, patrons, and the general public in person and over the phone. Must be able to ascend and descend ladders while carrying objects, ascend and descend stairs and work in semi-confined spaces. While performing the duties of this job, the employee may be regularly required to reach, stoop, and kneel to reach materials at various angles and locations occasionally. Must provide staff support with an annual event requiring additional work hours and advanced walking, standing, reaching, lifting, and carrying materials. This annual event will require an ability to hear accurately to interact with the public, demonstrate clarity of vision, judge distance and space relationships, and identify and distinguish colors.

To Apply:

Send cover letter, resume, and confidential salary requirements to:

Special Collections Librarian

Georgia Historical Society

104 West Gaston Street

Savannah, GA 31401

Fax: 912.651.2831

Email: jobs@georgiahistory.com

No phone calls please