Reference Services Librarian

National Society Daughters of the American Revolution
Washington, DC

Salary: $45,000 - $52,000 (per year)

Status: Full-time

Posted: 08/01/17

Deadline: Not stated

Position: Reference Services Librarian

Position Description:
The National Society Daughters of the American Revolution, a non-profit membership organization, has a full-time opening for a library professional to serve as the main Reference Services Librarian in the DAR Library.

The National Headquarters located across from the Ellipse, near the White House, at 1776 D Street, is well known as the home of Constitution Hall and Memorial Continental Hall, both National Historic Landmarks. It includes the DAR Library, one of the nation's premier genealogical research centers and is ranked as one of the most important national institutions based on the uniqueness of sources. Many thousands of volumes of genealogical compilations, record abstracts, and other materials such as family histories, cemetery record transcriptions, and Bible records are available only at the DAR Library.
The Reference Services Librarian will have the opportunity to provide genealogical reference services to researchers in the DAR Library and contribute their skills in educational programming, development of web-content, and collection development.

The successful candidate will also have a genuine passion, interest in and knowledge of genealogical and American historical research, and a genuine desire to share their passion and expertise with others.

**Position Responsibilities:**

- Providing informed genealogical reference services and referrals to all researchers utilizing all types of information media such as books, periodicals, online databases, other internet resources, CD-ROMS, etc.
- Working with the Directors in developing, overseeing and carrying-out a variety of programs and community outreach initiatives and activities.
- Working with the Directors and other staff members in development of content for, and the daily management of, the Library’s social media platform(s).
- Working with other staff to create and implement new content for the Library’s webpage, including the creation of materials such as finding aids, writing of short online subject guides, and the updating general research guides for publication and/or online posting.
- Collaborating with others in the selection of new books and other research materials and providing input on acquisitions for the collection

**Required Qualifications:**

- Master of Library Science (MLS/MLIS) from an ALA accredited school required.
- Bachelor’s degree required, preferably in American History.
- Minimum 2 years working in libraries or working in access or reference services providing reference/research support to patrons, researchers.
- Experience using, and knowledge of, electronic resources, emerging technologies, and library computer software, including superior skills using Microsoft Office.
- Experience working in a genealogical/historical collection or experience working frequently with a genealogical/historical collection of a library or similar research center.
- Experience developing programs, lectures and other activities that help promote and showcase the library’s collection.
- Outstanding written, verbal and listening communication skills and the ability to interact effectively with a broad range of people, including a diverse staff, a large membership and the public.
- Knowledge of professional library principles, best practices and procedures, and maintains a current awareness of trends and developments in the field of American genealogical research and state and local history.
• Demonstrated success in prioritizing and executing multiple competing assignments, projects or programs.
• Organizational skills, including accuracy and attention to detail.

**Closing Date:** Not stated

**Special Instructions to Applicants:** Please send a cover letter and resume or application outlining your qualifications and skills for the position along with salary requirements to:
Attention: Human Resources Director
National Society Daughters of the American Revolution
1776 D St., N.W.
Washington, D.C. 20006-5303
Fax: 202-737-5702