

The Washington County Historical Society is seeking a qualified person to fill the position of part-time Librarian. The person should have a knowledge and interest in Washington County history and a desire to work with a non-profit organization.

The hours are from 9:00 am and 5:00 pm, on Wednesdays and Fridays, and the positions are located at the Society's headquarters building, the Wing-Northup House, 167 Broadway, Fort Edward, New York.

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**Title:** LIBRARIAN

**Start date:** January 2021

**Hours:** 9:00 am to 5:00 pm, on **Wednesdays and Fridays**, for a total of 16 hours per week.

**Location:** the Wing-Northup House.

**Responsibilities:**

Librarian will greet library patrons and provide them with materials, aid in photocopying, have both volunteers and visitors sign-in/out, aid in training volunteers, return used materials to the proper location; aid in inventory, cataloguing, receiving and evaluating new materials, etc.; and to perform other responsibilities and duties as assigned.

**Qualifications:**

The applicant must have research skills; must be willing to become familiar with the library collection; must have people skills; general management and computer skills and genealogical research skills. Must be flexible and have a knowledge of and an interest in Washington County history.

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**Interested persons should submit a resume and a cover letter to:**

WASHINGTON COUNTY HISTORICAL SOCIETY

ATTN: PERSONNEL COMMITTEE

167 BROADWAY

FORT EDWARD, NEW YORK, 12828-0106