



ABOUT THE POSITION

The Mill Valley Library is recruiting an archivist for the **Lucretia Little History Room**. This person will direct the History Room's operations and services and supervise docents and staff to help acquire, preserve, and showcase local history. The archivist will oversee the Division's budget and write grants to support additional projects. The selected candidate will continue implementation of current initiatives and help modernize and chart a future path for the History Room.

The History Room Archivist will:

- Seek partnerships with local organizations to acquire or share important local history collections.
- Look for creative ways to showcase the collection by curating original content for different formats.
- Oversee and expand the Oral History Project.
- Monitor and improve preservation of materials.
- Assess copyright issues and fulfill photo requests.
- Collaborate with the Historical Society on a shared mission to promote local history.
- Write articles, create reports, and make presentations as needed.
- Assist patrons with research.
- Manage historical archives exhibitions.
- Create innovative programs and services that will bring new audiences to the History Room.
- Help direct space/needs assessment to modernize the History Room.

See [Job Description](#) for complete list of essential duties.

THE IDEAL CANDIDATE

This is an excellent fit for an energetic, creative, service-oriented individual with a passion for revitalizing and showcasing historical collections. Mill Valley Public Library employees are encouraged to think big and embrace a futurist view of library services. The ideal candidate will have experience building partnerships and be a collaborator at heart. They should be organized, detail oriented, and skilled at written and verbal communication. The successful candidate should have an MLS from an ALA-accredited institution, or an equivalent combination of a relevant advanced degree, as well as three years of increasingly responsible experience in a library or archive. This position requires the flexibility to work evenings and weekends as needed to support programs and services.



SALARY AND BENEFITS

\$7,090 – \$9,500/month DOE
(40-hour work week)

APPLICATION INSTRUCTIONS



Filing Deadline: 8:00 P.M. Sunday, June 29, 2025.

1. To apply, please use the QR Code or visit the link below: <https://www.calopps.org/mill-valley/job-20628742>
2. Using the application process in above, please include (upload) your Cover Letter and Resume.

INTERVIEWS – SAVE THE DATE

Please keep this in mind as you apply:

1st Round Interviews: Week of July 14 (in-person)
2nd Round Interviews: Week of July 21 (in-person)

The City of Mill Valley is an Equal Opportunity Employer.