

Wenatchee Area Genealogical Society

Job Description

Head Librarian

Reviewed January 2026

From WAGS Bylaws:

“The **Head Librarian** shall perform the duties usually associated with the operation of a genealogical library. The Head Librarian is an elected member of the board and has voting privileges.”

Our bylaws provide for a Library Committee (Part IV, Section 1, 1), to be headed by the Library Chair, to “meet at least quarterly to ensure the genealogical library continues to operate for the membership. This committee will report to the board after each quarterly meeting or as needed.”

Duties:

1. Coordinate and schedule librarians to cover the hours that the library is open to the public.
2. Chair the Library Committee to help with the direction of the library and report to the board. Committee tasks should include:
 - Keep library acquisitions and accessions up to date (including family history donations).
 - Budget concerns and suggestions for the library
3. Attend the board meetings and report monthly to the board.