



**Kennebunk Free Library
Cataloging & Technical Services Librarian
December 2021**

POSITION DEFINITION

The Cataloging & Technical Services Librarian works as a professional librarian under the general direction of the Library Director and is responsible for cataloging all library materials as well as planning, coordinating, and supervising the technical services functions of the library. The Cataloging & Technical Services Librarian is expected to take a leadership role in managing the library's membership in the Minerva consortium.

The Cataloging & Technical Services Librarian supports the Library's mission to inspire and enable our communities to discover, learn, and connect, and develops and promotes the use of library resources for literacy and life-long learning.

ESSENTIAL JOB FUNCTIONS

Library Systems

- Act as Minerva system administrator and supervise all technical aspects of the library's participation in Minerva
- Act as the library's representative to Minerva at regional and state meetings

Classification and Cataloging

- Professionally catalog and classify library items in all library collections including books and non-print materials using Minerva standards
- Oversee maintenance of records for electronic, print and non-print materials
- Perform professional copy cataloging and produce original cataloging in accordance with national and local standards
- Provide cataloging data quality control for copy cataloging functions performed by support staff
- Assist in the development of new policies and procedures for new resource formats
- Exercise proficiency with RDA and MARC standards and library best practices
- Oversee the processing of all cataloged items for public use
- Maintain the integrity of the consortium's bibliographic records
- Resolve catalog problems and questions
- Maintain knowledge of current trends in professional cataloging rules and standards
- Supervise the processing of all library items for use by the public
- Ensure prompt access to newly acquired resources and timely resolution of access issues

Acquisitions, Collection Development and Management

- Act as subject specialist collection development liaison for one or more content areas; make selections in appropriate formats; and make de-selection decisions as appropriate
- Perform collection maintenance tasks including finding replacement copies of materials
- Special collections maintenance
- Local history reference

Additional Duties and Responsibilities

- Provide assistance to patrons in the use of the library materials and technology

- Effectively communicate general library information and library policy to library patrons.
- Supervise library staff and volunteers in Technical Services duties
- Keep the Library Director informed of Technical Services issues
- Advise the Library Director on policy and procedural issues regarding Technical Services
- Participate in professional development opportunities
- Participate in programming
- Participate in social media marketing
- Keep abreast of trends related to technical services librarianship
- Train and oversee library volunteers
- Assist patrons at the Adult circulation desk one evening a week and one Saturday per month

Educational Requirements and Experience

The Cataloging & Technical Services Librarian should have an MLS degree from an ALA accredited program, including coursework in cataloging rules and standards; practical library experience or equivalent combination of training and experience; knowledge and skills related to cataloging, acquisitions and integrated library systems; and good planning and administrative skills. Experience with Sierra ILS and/or Minerva preferred.

Working Conditions

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans.

The Cataloging & Technical Services Librarian must be able to:

- Establish and maintain effective working relationships with the Library Director, co-workers, Library Trustees, and volunteers
- Positively interact with the public under varied conditions
- Exercise tact, leadership, and independent judgment
- Maintain focus under varied conditions including stressful, noisy and distracting conditions
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching
- Lift up to 25 pounds, with some exposure of weights to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Adjust focus to include close vision, distance vision, color vision, peripheral vision, and depth perception
- Use telephones, computers, printers, scanners, photocopiers and other office and telecommunications equipment
- Have or obtain a valid Maine Driver's License and drive a vehicle
- Work weekday, evening, and weekend hours

Staff Relationships

The Cataloging & Technical Services Librarian is hired by and reports to the library Director and may provide leadership in the absence of the Director and Assistant Director.

This is a full time, exempt, professional position. Wage range, benefits and other personnel policies are in compliance with the Kennebunk Free Library's personnel policies and procedures.

Salary Range: \$46,000 - \$50,000

Please send cover letter, resume, and a list of three professional references to:
Michelle K. Conners, Director
Kennebunk Free Library
112 Main Street
Kennebunk, Maine 04043

or email to kfl@kennebunklibrary.org