



**Kennebunk Free Library  
Cataloging & Technical Services Library  
August 2025**

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

**Key Areas of Responsibility**

- 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
- 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
- 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
- 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, programming, and social media marketing
- Keep abreast of trends related to technical services librarianship
- Train and oversee library volunteers
- Assist patrons at the circulation desk one evening a week and one Saturday per month, and as needed

## **Qualifications**

- Master's in Library Science from an ALA-accredited institution. An equivalent combination of relevant education and experience will be considered.
- Strong communication and organizational skills.
- Ability to weave flexibility, humor, and fun into a demanding work environment for all.
- Ability to work collaboratively and independently in a fast-paced customer-focused environment.
- Experience with Sierra ILS and/or Minerva preferred
- A commitment to a sustainable workplace and professional practices

## **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, angry/hostile humans, and cats. The Librarian must be able to:

- Establish and maintain effective working relationships with library administration, staff, 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
- Remain in a stationary position for lengthy periods of time
- Position self to retrieve materials from shelves and carts
- Transport materials of up to 25 pounds, with some exposure of weights up to 50 pounds
- Pull and push book trucks, with casters, weighing up to 200 pounds
- Use telephones, computers, printers, scanners, photocopiers, and other office and telecommunication equipment
- Travel statewide

## **Salary and Benefits**

This is a full-time, exempt position (40), starting at \$60,000/year, that reports to the Executive Director. Health, dental, and vision insurance are provided, with 80% covered by the employer. KFL also offers paid lunches, professional development opportunities, flexible work options, education reimbursements, paid parental leave, a retirement account with an employer contribution, paid holidays, two weeks of sick leave and two weeks of vacation, in the first year.

To apply, please send cover letter and resume to:

Kennebunk Free Library  
112 Main Street  
Kennebunk, Maine 04043  
or email to [kfl@kennebunklibrary.org](mailto:kfl@kennebunklibrary.org)

Kennebunk Free Library is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion. We encourage our community to embrace and share their life experiences, inventiveness, innovation, self-expression, and unique capabilities so that we may all better understand and learn from each other. We also embrace our community's differences in age, color, disability, ethnicity, family or marital status, sexual orientation, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, socio-economic status, veteran status and other characteristics that make our community unique.