Direct Hire Career Opportunity Bulletin

Maine State Library
Librarian II
Cross-Functional Data Librarian


OPEN FOR RECRUITMENT: December 7, 2015 to December 18, 2015

JOB DESCRIPTION

This is a unique opportunity for an individual to perform professional services work for three Maine cultural institutions in a shared capacity. The Maine State Library, Museum, and Archives seek a dynamic individual who has the interest and the experience to work with a variety of collections at each agency and to make them accessible through cataloging, digitizing, metadata tagging, and inventoring. Work is performed under limited supervision.

REPRESENTATIVE TASKS: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned).

- Catalogs, classifies, and indexes books, documents, periodicals, artifacts and other printed or digital matter in order to properly place them in the various collections of respective agencies.
- Assists with digitizing collection items and uploading them into a digital repository.
- Assigning metadata to digital items so they may be used as part of a digital archive.
- Creating inventories of materials and prioritizing such materials for cataloging and digitizing.
- Researches provenance, genealogical and or historical significance of items.

KNOWLEDGES, SKILLS, AND ABILITIES REQUIRED: (These are required to successfully perform the work assigned).

- Knowledge of professional library, museum, and archival techniques, systems, procedures, and tools.
- Knowledge of major library classification systems and Anglo-American cataloging rules.
- Knowledge of collection development and maintenance principles and
• Ability to establish and maintain effective working relationships.
• Ability to use and explain the use of catalogs, guides, indexes, bibliographies, and other such materials.
• Ability to perform original cataloging and classification of represented materials.
• Ability to use a variety of modern office and audio-visual equipment.

**MINIMUM QUALIFICATIONS:** *(Entry level knowledges, skills, and/or abilities may be acquired through, BUT ARE NOT LIMITED TO the following coursework/training and/or experience)*

A Bachelor’s Degree in Library Science and two (2) years’ experience in professional library work -OR- an acceptable equivalent combination of related experience and/or training.

**BENEFITS**

The value of State’s share of Employee’s Retirement: **15.3%** of salary for BU positions. The value of State-paid Dental Insurance: **$13.13** biweekly. **The value* of State-paid Health Insurance:**

Level 1: 100% State Contribution (employee pays nothing): **$397.61** biweekly  
Level 2: 95% State Contribution (employee pays 5%): **$377.73** biweekly  
Level 3: 90% State Contribution (employee pays 10%): **$357.85** biweekly  
Level 4: 85% State Contribution (employee pays 15%): **$337.97** biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee’s wage rate and status with regard to the health credit premium program.*