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#### HOW TO APPLY:

Please submit a cover letter, resume', and Direct Hire Application. This job posting and a Direct Hire application can be found on our website:

<http://www.maine.gov/fps/opportunities/>

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY:**

**Friday, December 18, 2015**

**MAIL APPLICATIONS TO:**

[removed for use as sample document]

**EMAIL APPLICATIONS TO:**

[removed for use as sample document]

## Direct Hire Career Opportunity Bulletin

### Maine State Library Librarian II Cross-Functional Data Librarian

**JOB CLASS CODE:** 3112 **PAY GRADE:** 18 **SALARY:** \$14.33 – 19.14 hourly

**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 inventorying. 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



practices.

- 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 Bachelors' 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.