



Senior Cataloging & Acquisitions Associate

Portland Public Library (PPL) is currently seeking a Senior Cataloging & Acquisitions Associate in the Technical Services Department. The Technical Services Section of Access Services coordinates the ordering and receiving of books, periodicals, electronic resources, and AV materials; provides MARC records and Dewey Decimal classification numbers for these materials; and processes them following recognized cataloging standards. Included in this position's scope is maintenance and control of the library's databases as well as any retrospective conversion activities for existing materials.

Reporting to the Technical Services Manager, this position plays a key role in supporting access to library collections across all formats and locations. The position is responsible for acquisitions, complex and specialized copy cataloging, and batch loading within the Polaris ILS. This position uses technology to ensure timely procurement and accurate metadata. The position contributes to the technical services aspects of the library's participation in the Dirigo Libraries consortium using a shared Polaris ILS and Vega Discover catalog. This position provides considerable latitude for initiative and independent judgment. It requires a high degree of responsibility for accuracy plus a comprehensive knowledge of, and ability to synthesize, a variety of library standards and conventions.

This is a union-represented, full-time, **37.5 hours per week** onsite position, normally scheduled to work Monday-Friday, after training.

Nature & Scope

This position:

- Participates in all aspects of the acquisitions process. This includes electronic ordering and invoicing, communicating with vendors and selectors, handling order carts, and tracking purchases. It includes the management of fund accounts and distribution of monthly fund reports. It also includes the preparation, posting, and reconciling of invoices for payment by the finance department. This position assists with researching vendor pricing, managing outsourced processing specifications, and resolving errors.
- Responsible for setup and management of electronic workflows with vendors, including automated processes and connections between vendors and ILS.
- Manages and maintains standing orders and backorders with vendors.
- Participates in the receiving and processing of a variety of materials to shelf readiness.
- Performs copy cataloging for a variety of formats. Understands cataloging concepts and conventions, MARC, RDA, AACR2, and Dewey Decimal classification.
- Performs complex and specialized copy cataloging, including series, multipart monographs, and electronic resources.
- Performs a variety of regularly recurring batch processing and catalog maintenance tasks using tools such as OCLC Connexion, MARCEdit, and Polaris' bulk edit function.
- Participates in management of PPL's collections that are part of the Maine Shared Collections Collaborative (MSCC).
- Assists with special projects to enhance access to materials in collaboration with section supervisor and other section staff as necessary. Documents and maintains work procedures. Evaluates processes and makes suggestions for improving workflow and procedures. Trains staff and/or volunteers in areas of expertise.

- Ensures a high quality of bibliographic- and item-record accuracy. Assists with material flow through department as needed.
- Deals with materials in new and changing formats.
- Organizes competing priorities to help the section maintain an even workflow.

In addition, this position:

- Requires a high degree of self-discipline, attention to detail, and the ability and desire to handle the workload.
- Requires ability to learn new procedures, use new software programs, and adjust to new technology and material format needs.

Basic Qualifications

At the entry level, this position requires a bachelor's degree with some library science experience or any equivalent combination of experience and training that provides the following:

- Strong technical aptitude, desire to learn and troubleshoot relevant technologies
- Minimum 2-3 years of working experience cataloging or comparable work with complex databases
- Knowledge of basic accounting and financial reporting
- Intermediate to advanced Excel skills, including pivot tables, VLOOKUP, and formulas
- Exceptional attention to detail
- Ability to organize, prioritize and work independently
- Demonstrated ability to troubleshoot
- Interpersonal and teamwork skills complemented by the ability to take initiative
- Ability to maintain flexibility in changing routine and to organize multiple assignments
- Strong communication skills to collaborate with colleagues and vendors
- Strong work ethic and service orientation

Candidates who can demonstrate the following will have a head start on the job, but we encourage applications from self-starters and quick learners who are eager to take on the challenge:

- Working knowledge of cataloging standards (RDA, AACR2, MARC, BIBFRAME, Library of Congress Subject Headings)
- Experience with MARC records, library metadata, and integrated library systems
- Experience using a bibliographic utility such as OCLC

Work Environment and Physical Demands

- This position is performed in a busy and diverse public library environment where public interaction can sometimes present challenging situations.
- This position requires regular use of a computer.
- This position may require lifting up to 30 lbs.
- This position may require the ability to push book trucks.

Compensation & Benefits

Hours & Pay: This is a union-represented, full-time, **37.5 hours per week** onsite position, normally scheduled to work Monday-Friday. **Pay begins at \$22.91/hr.**

Benefits & Other Details: Excellent benefits package includes health, dental, and vision insurance, retirement options (in lieu of Social Security), and paid leave.

How to Apply

To apply, please send your resume, letter of interest, and three professional references via email at careers@portlib.org.

Mailed applications may be sent to:

ATTN: Human Resources
Portland Public Library
5 Monument Square
Portland, ME 04101.

Initial consideration will begin immediately. This position will remain open until filled.

About PPL - Core Values

Portland Public Library is an equal-opportunity employer dedicated to creating a culture that fosters continuous staff development and engagement to reflect the learning role we play for our patrons. We value self-directed growth as well as sharing knowledge and experience, working collaboratively, and communicating openly.

PPL promotes professional engagement with colleagues, with community efforts, and with others in the library field. Every employee of the Portland Public Library strives to offer the highest quality service – externally to library patrons and internally to colleagues.

We are committed to hiring and maintaining a diverse workforce of highly qualified staff to broaden perspectives, promote equity and inclusion, and connect to the breadth of our community. Applicants with racially, ethnically, or culturally diverse identities or backgrounds are encouraged to apply.