



## Job Title: Collections Manager

**Department:** Ellsworth Public Library

**Location:** 20 State St. Ellsworth, ME 04605

**Reports To:** Library Director

**Supervision Exercised:** N/A

**Employment Type:** Full-time

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### Position Summary

This position has primary responsibility for original and copy cataloging in accordance with professional standards of both print and non-print items. Oversees collection development and maintenance for all library collections, including an extensive local history and genealogy collection.

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### Key Responsibilities

Responsibility #1 Creates original cataloging and upgrades copy catalog records, particularly for items involving complex or unusual entries.

Responsibility #2 Maintains bibliographic records in the Integrated Library System (ILS) shared by members of the Minerva Consortium and adheres to Minerva cataloging rules.

Responsibility #3 Is responsible for physically processing new materials.

Responsibility #4 Develops, implements and oversees special cataloging projects as needed.

Responsibility #5 Performs collection development and maintenance in assigned areas, adult fiction and non-fiction, periodicals, genealogy, and assists with youth collections and digital collections as needed.

Responsibility #6 Answer genealogy and local history questions.

Responsibility #7 Participates in online cataloging listservs and committees.

Responsibility #8 Responsible for working the circulation desk when assigned and all respective desk responsibilities, including, but not limited to, circulation of material, readers' advisory, technology assistance, enforcing library policies, and van delivery assistance.

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### Required Qualifications

- **Education:** MLS from ALA-accredited program is required. Will be required to complete Minerva cataloging training.
- **Experience:** Minimum of three years full-time employment in a library, with at least two years in a cataloging-related role.
- **Skills and Knowledge:**



- Thorough knowledge of and commitment to modern library principles, methods, and practices.
  - Thorough knowledge of LC subject headings, RDA, MARC, AACR2, Dewey Decimal Classification, and Dublin Core.
  - Has the knowledge and ability to serve as a resource for staff on cataloging and classification practices and procedures.
  - Intermediate to advanced Microsoft Office skills including Excel.
  - Knowledge and skills related to acquisitions and integrated library systems (particularly Innovative's Sierra ILS).
  - Understanding of genealogy research methods and source citation formats.
  - Thorough knowledge of books and authors across all ages and genres.
  - Must be familiar with local and state genealogical and historical resources.
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## Core Competencies and Attributes

- Exceptional organizational ability, project-management skills, and leadership ability.
  - Demonstrated experience training others and collaborating in a team environment.
  - Must possess excellent interpersonal skills to work cooperatively with fellow staff and patrons.
  - Requires the ability to learn to use the equipment, procedures, and software that pertain to the library with skill and efficiency.
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## Work Environment and Physical Requirements

- **Work Setting:** This position is office based, but will assist at the public services desk, and programs.
- **Physical Demands:** While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear. The employee is frequently required to walk; use hands or fingers, handle or feel objects, tools, or controls; bend and reach with hands and arms. The employee must frequently lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- **Travel Requirements:** Occasional travel to off-site meetings and conferences may be required.

Position start date: June 2025

Starting salary range \$50,000-\$55,000

Submit resume and cover letter to [director@ellsworthlibrary.net](mailto:director@ellsworthlibrary.net)