

## Full-time Digital Cataloging Specialist

Hartford Public Library seeks a full-time Digital Cataloging Specialist. Reporting jointly to the Technical Services Director and the Curator of the Hartford History Center, the Digital Cataloging Specialist is responsible for the cataloging and processing of the Library's historical collections and the development and maintenance of the classical music collections. This includes providing reference services and public program assistance in the Hartford History Center; the training and supervision of Hartford History Center staff in the proper handling of historical materials according to archival standards; original and copy cataloging of classical music records, music scores and archival collections.

### POSITION QUALIFICATIONS

- Masters degree in library science from an ALA-accredited program or equivalent.
- Minimum of three years cataloging experience.
- Direct knowledge and experience with OCLC Connexion and experience with an integrated library system (ILS); experience with III Millennium ILS preferred.

### NECESSARY KNOWLEDGE, SKILLS and ABILITIES:

- Music background of knowledge of the intricacies of music.
- Ability to manage multiple complex projects.
- Historical research and archival records management skills
- Experienced with Encoded Archival Description (EAD) preferred.
- Strong commitment to working within a team management structure.
- Strong commitment to public service.
- Strong communication and public relations skills.
- Thorough knowledge of selection and classification of library collection
- Thorough knowledge of the principles and practices of modern library systems and programs.
- Strong computer skills with expertise in word-processing, spreadsheet and database programs, specifically Microsoft Office Suite.
- Valid Connecticut driver's license or ability to obtain upon employment.

**A full job description and application are available on our website; [www.hplct.org](http://www.hplct.org)** and from the Administrative Offices, Hartford Public Library, 500 Main Street, Hartford, CT 06103. **Applications accepted until 12/28/2012.** The Hartford Public Library offers a competitive salary commensurate with experience.

Hartford Public Library is an Equal Opportunity Employer. Hartford Public Library requires a criminal background check and a pre-employment drug screening for the applicant who is selected for the position. Applicants will be provided a copy of any positive drug test results. A criminal record does not necessarily eliminate you from employment with Hartford Public Library. Each conviction will be reviewed with respect to the offense, circumstances, seriousness, and the position for which you apply.