POSITION ANNOUNCEMENT

TITLE: SPECIALIST II/ PUBLICATION RESOURCE  DEPT: BUREAU OF GEOLOGY

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE $14.58
Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

INTERNAL POSTING THROUGH: February 26, 2021* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB DUTIES:
The purpose of this position is to assist the public with the acquisition of geologic information and to serve as primary contact for visitors to the bureau. This position interacts heavily with the general public in researching inquiries for geologic resources, both bureau and non- bureau, and representing the bureau at conferences/meetings. Courteous customer service, knowledge of sales practices and point of sale software, online resources, and the ability to work with maps are a high priority. Handles financial/ administrative duties for the bureau including daily sales, opening and closing procedures, maintaining accounts, ordering inventory, generating reports, etc. Assists the public in gathering information.

REQUIRED QUALIFICATIONS:

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl. Brown Hall Box 017, Socorro, NM 87801-4796