POSITION ANNOUNCEMENT

TITLE: LIBRARY TECHNICIAN I, CIRCULATION

DEPT: LIBRARY

REG ☑ TEMP ☐ FULL TIME ☑ PART TIME ☐

STARTING RATE or SALARY RANGE: $10.00

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: March 5, 2015*

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:
This position involves supervising student workers, providing library services, providing library security, preparing overdue notices, preparing billing and refunds, recalling items, preparing hold notices, and the organization of such records. A major part of this position involves forming and maintaining positive, professional relationships and communications with faculty, students, patrons, and other New Mexico Tech offices. This position assists the circulation supervisors in overseeing the operations of the circulation desk as well as training the circulation team of workers. It oversees the library beverage service, provides reference information, secures the building at opening and closing, attends staff meetings, conducts statistical surveys, and maintains office equipment, such as copiers, printers, and microform machines.

REQUIRED QUALIFICATIONS:
High school (or GED) level ability in spelling, grammar, basic composition and math. Associate’s degree or completion of program of 18+ months after high school desired. Excellent oral and written English skills required. Academic or public library experience (including online catalog) required. Online computer experience (Internet, email, searches) required. Computer skills, i.e. Office Suite required. Supervisory experience desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl, Brown Hall Box 031, Socorro, NM 87801-4796