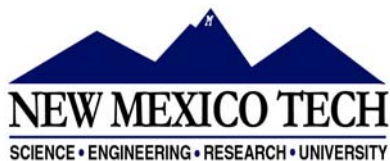


Posted: February 14, 2019



POSITION ANNOUNCEMENT

TITLE: SPECIALIST/ PUBLICATION RESOURCE

DEPT: BUREAU OF GEOLOGY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$12.50 - \$14.00

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: February 25, 2019* 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 work in the New Mexico Bureau of Geology and Mineral Resources bookstore. The job will involve assisting the public with the acquisition of geologic publications and other 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, through our sales booth, at conferences and 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 with gathering information.

REQUIRED QUALIFICATIONS:

Associate's degree or completion of program of 18+ months after high school required. 3 years prior progressive experience required. Telephone etiquette required. Microsoft Word, Excel, Access required. Excellent communication/interpersonal skills required. Email communications required. Knowledge of maps desired. Experience in sales desired. Knowledge of geology desired. Experience with accounting concepts desired. A valid NM Driver's License required.