Posting #: 2008008417
Date Posted: August 14, 2008
Department: Library Archives and Special Collections, August 14, 2008
Position Title: Library Specialist II, Req.#2008008417
Deadline: August 28, 2008 5:00 PM
Status: Regular Full Time
FTE: 100%
Salary: Grade: 12
Hourly: 11.21

A classified employment application must be on file in order to schedule a typing test. Typing tests will be given by appointment only (additional information on the typing test is available in the NMSU Office of Human Resources).

Qualifications: DAYS/HOURS WORKED: MON-FRI, 8AM-5PM. (40 HOURS –FLEXIBLE WORK SCHEDULE AS PER NMSU LIBRARY POLICY #004). THIS IS A BARGAINING UNIT POSITION WITH AMERICAN FEDERATION OF STATE, COUNTY & MUNICIPAL EMPLOYEES (AFSCME)

“ALL OFFERS OF EMPLOYMENT, ORAL AND WRITTEN, ARE CONTINGENT ON THE UNIVERSITY’S VERIFICATION OF CREDENTIALS AND OTHER INFORMATION REQUIRED BY FEDERAL LAW, STATE LAW, AND NMSU POLICIES/PROCEDURES, AND MAY INCLUDE THE COMPLETION OF A CRIMINAL HISTORY CHECK.”

Two (2) years of college level study; six (6) years of academic library experience; or any equivalent combination of education and experience which provide the knowledge, skills, and abilities described below.

Ability to work cooperatively and effectively with others to achieve results; adapt to change; provide timely and appropriate exchange of ideas, facts, and data between individuals and/or groups through effective listening, written and verbal skills and open to the contribution of others. Must possess the ability to think critically, evaluate systematically, identify cause and effect relationships, solve problems, analyze data, and recall and use information. Ability to interact appropriately and inclusively with others in the workplace. Understand the vision, mission and goals of the Library and the university and recognize the importance of the individual position within this organizational framework. Familiarity with the basic elements of archival arrangement and description and related current cataloging tools; public service orientation; critical thinking skills, to assist users with reference questions and make referrals; strong communication skills to work effectively with staff and users, strong organization and time management skills to manage multiple projects; working knowledge of computer hardware and software such as Microsoft Office programs and the Internet; ability to work independently, under broad supervision and in a team environment.

Examples of Duties: Under general supervision of Processing Archivist assist in arrangement, indexing, cataloging and description of the papers and photographs of Sen. Pete Domenici; research and handle patron/scholar requests and inquires relating to this collection. Create outreach/access tools for utilization of the collection. Undertake and complete photocopy/photo duplication, scanning orders. Hire, train and supervision student employees. Perform other duties as assigned.

Reply to:
To obtain an application:
Human Resources
Hadley Hall Room 14
New Mexico State University
Box 30001 Dept 5273
Las Cruces, NM 88003
(505) 646-2805