**INTERNAL POSTING**
FOR REGULAR NMSU EMPLOYEES ONLY FOR TRANSFER OR PROMOTIONAL OPPORTUNITY

Posting#: 2008011501
Date Posted: September 29, 2008
Department: Access Services
Position Title: Library Specialist III
Deadline: October 13, 2008
Status: Regular Full Time
FTE: 100%
Salary: Grade 14
Hourly $12.24

NO TYPING TEST IS REQUIRED FOR THIS POSITION. A Classified employment application must be on file.

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.

Qualifications: Bachelor’s degree in a related field; and three (3) years of academic library experience; or any equivalent combination of education and experience which provides the specialized library knowledge, skills, and abilities described below.

Examples of Duties: Ability to technically process course materials in multiple formats for student, faculty, and staff access and use. Knowledge of copyright law as it pertains to course reserves and copying, including the ability to evaluate items on a case-by-case basis to ensure compliance with library-established policies and practices. Comfortable using and overseeing maintenance of digital copiers and printers, vend units, and related peripherals. Able to monitor inventories, expenditures/revenues, and provide reports and statistics reflecting the unit’s activities. Skill in the operation and management of networked e-files and online library search and retrieval systems; skill in computer and scanning operations and resolving related software problems. Excellent communication, public relations, customer service, and organizational skills. Ability to set unit priorities and organize information; to manage and supervise student employees; to understand and interpret university and library policies and procedures; and to work productively and efficiently under-pressure during peak periods.

Experience with DocuTek, Voyager systems is highly desirable.

To obtain an application: Human Resources
Hadley Hall Room 17
New Mexico State University
Box 30001 Dept 5273
Las Cruces, NM 88003
(505) 646-2805

NMSU IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. Offer of employment contingent upon verification of individual’s eligibility for employment in the United States of America.