Posting#: 2008011717  
Date Posted: October 06, 2008  
Department: Access Services  
Position Title: Library Specialist II  
Deadline: October 21, 2008  
Status: Regular Full Time  
FTE: 100%  
Salary: Grade 12 (Hourly $11.21)

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: 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 interact with public; demonstrate problem solving and conflict resolution capabilities as well as good oral and written communication skills and excellent attention to detail; establish and maintain effective working relationships with employees and students; exercise good judgment; and handle confidential documents with discretion. Familiarity with standard software packages and able to perform mathematical calculations for shifting and other shelving projects. Ability to lift 35 lbs. and move fully-loaded book trucks.

Examples of Duties:  
Supervise shelving operations in Branson and Zuhl libraries. Responsible for seeing that materials are returned to the shelves in a timely and efficient manner. Determine space and shifting needs resulting from growth or other changes in the circulating collections. Plan and coordinate shelving-related and special projects in cooperation and consultation with departmental and library staff. Monitor collection use patterns in order to make informed shelving decisions. Supervise up to 16 student employees in two facilities, including hiring, training, and performance evaluation. Responsible for opening Zuhl library on weekdays and communicating facility and security issues to appropriate personnel. Perform circulation tasks at Zuhl library, including minimal cashier functions, and processing recalls and searches on requested materials. Deal with patron disputes and conflict resolution as needed. Perform related work as assigned to support effective operations in the Circulation Unit and Access Services Department.

Hours of duty are primarily Monday through Friday, 7:00 a.m. to 4:00 p.m.

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.