Classified Posting

Posting#: 2008011422
Date Posted: September 23, 2008
Department: Library Technical Services
Position Title: Library Specialist I
Deadline: October 7, 2008
Status: Regular Full Time
FTE: 100%
Salary: Grade 10
Hourly $10.27

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: NO TYPING TEST IS REQUIRED FOR THIS POSITION

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; four (4) years of academic library experience; or any equivalent combination of education and experience which provide the knowledge, skills, and abilities described below.

Basic familiarity with standard accounting operations, including ordering, processing invoices, monitoring allocations; familiarity with the basic elements of a bibliographic record; familiarity with MARC records; basic familiarity with the publishing market as it relates to libraries; familiarity with library automation systems; intermediate computers skills, such as use of office productivity software and the Internet. Basic managerial skills, including hiring, scheduling, disciplining, and evaluating employees; Intermediate communication skills. Ability to work under broad supervision.

Examples of Duties:
Under general supervision of Acquisitions Librarian receives & processes incoming serials using automated library system. PROCURES, receives & processes standing orders, microforms, and analytics. Generates Access Reports. Serves as back-up to the student supervisor. Performs other duties as assigned.

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

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.