Classified Posting

Posting#: 2009002284
Date Posted: February 27, 2009
Department: Library Technical Services Acquisitions
Position Title: Library Specialist I
Deadline: March 16, 2009
Status: Regular Full Time
FTE: 100%
Salary: Grade 10
Hourly $10.27

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

Qualifications: 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. Ability to work under broad supervision.

Preferred: Associate’s degree or coursework in library science; previous budgeting, accounting, or purchasing experience; previous experience with Voyager automation system.

No typing test required for this position.

UNION ELIGIBILITY: Days and hours worked: Monday - Friday, 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 and Municipal Employees (AFSCME).

BACKGROUND CHECK: 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.

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 17
New Mexico State University
Box 30001/MSC 3HRS
Las Cruces, NM 88003
(575) 646-8000

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.