Posted <u>February 28, 2018</u>

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH • UNIVERSITY

POSITION ANNOUNCEMENT

TITLE: <u>LIBRARY TECHNICIAN III, CIRCULATION SUPERVISOR</u>   **DEPT:** <u>LIBRARY</u>

REG ☑   **TEMP** ☐   **FULL TIME** ☑   **PART TIME** ☐

STARTING RATE or SALARY RANGE: <u>$14.00</u>

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

*INTERNAL POSTING THROUGH: <u>March 8, 2018</u>*****CONSIDERATION WILL BE GIVEN TO REGULAR TECH EMPLOYEES WITHIN THE DEPARTMENT WHO APPLY WITHIN THE 5 DAY INTERNAL DEPARTMENTAL POSTING.

JOB DUTIES:

Hires, trains, schedules, supervises & evaluates Circulation Staff. Develops and maintains a customer service oriented staff through effective hiring, training, supervision and assessment activities including positive feedback, teambuilding and skills coaching. Oversees the circulation of materials and stacks management. Manages course reserves. Monitors penalties assessment for overdue & lost materials. Oversees collection & deposit of cash transactions. Manages operation of beverage service. Collects & reports statistical data. Coordinates meeting room reservations. Assures the accuracy of information by maintaining the library calendar, updating webpages, forms & manuals. Contributes to the review, development and implementation of library policies and procedures. Provides for the opening & closing of the library & assures building security after hours; coordinating with Campus Police and Facilities Management. Plans and implements projects, develops and establishes deadlines, goals, objectives, workflow and operational procedures. Assists the management team in coordinating the goals, decisions and projects involving the library and its mission.

REQUIRED QUALIFICATIONS:

Bachelor's degree required OR 6-10 years of related progressive office management experience, or a combination of higher education and experience. Supervisory and office management experience required. Experience working in a library desired. Proven ability to deal effectively with the public required. Competent in the use of Microsoft Office required. Cash management experience required. Ability to search the Internet, online library catalog and databases desired. Ability to work collaboratively required.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl, Brown Hall Box 021, Socorro, NM 87801-4796