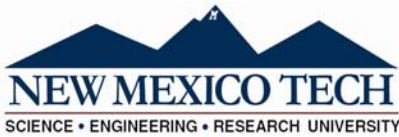


Posted: January 7, 2020



**RE-OPEN 1/7/2020**  
**POSITION ANNOUNCEMENT**

**TITLE:** LIBRARY TECHNICIAN I

**DEPT:** LIBRARY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$9.50-\$11.80

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:** Concurrent\* CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

**JOB DUTIES:**

Reporting to Skeen Library's Head of Circulation, the Library Technician I is expected to ensure and adhere to policies and procedures of the circulation desk and library. The primary functions and duties of this position include, but are not limited to: supervision of student workers; management and monitoring of circulation desk activities; clerical work, records management; project management and participation, maintaining professional relationships within the Library and across NMT camps; monitoring and light maintenance of building; beverage/café monitoring and maintenance; customer/ patron services; other duties as assigned. The successful candidate will be expected to gain awareness of both library and campus wide policies and procedures; attend training for professional/ staff development; have a flexible attitude and the ability to alter their schedule when needed in order to maintain operating hours; conduct the duties listed above with minimal oversight.

**REQUIRED QUALIFICATIONS:**

High School (or GED) level ability in spelling, grammar, basic composition and math required. Excellent customer service required. Excellent verbal and written English skills and a demonstrated ability to perform simple math problems required. Computer experience (internet, email, and reference searches) required. Intermediate skill with using the Microsoft Suite (e.g. Excel, Word, Power Point) required. Supervisory and library experience desired. Ability to work evenings and weekends required.