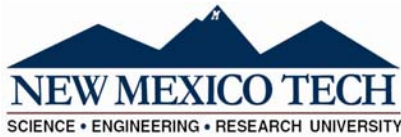


Posted: March 12, 2021



## POSITION ANNOUNCEMENT

**TITLE:** LIBRARY TECHNICIAN II

**DEPT:** LIBRARY

**REG**

**TEMP**

**FULL TIME**

**PART TIME**

**STARTING RATE or SALARY RANGE:** \$14.00

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:** March 23, 2021\* 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:**

This position is expected to ensure and adhere to policies and procedures of the Circulation Desk, Skeen Library, and NMT. Primary functions in the areas of Access Services, supervision of student workers' Circulations Desk activities: Clerical work, records management, project management; and cataloging. This position engages and enhances research among out community of scholars, specifically those that support student success and achievement. This position provides customer/patron searches, café monitoring, maintenance of the building, research and reference services to students, researchers, faculty, staff, and members of the greater NMT community. Other duties as assigned by the Library/OSL Director are also a part of this position. Supporting Cataloging is a responsibility of this position. The person in this position will be expected to: gain an awareness of both Library/ OSL and campus wide policies and procedures; attend training for professional/ staff development; have 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. Bachelor's Degree preferred. 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) Google suite and Adobe required. Graphic design desired. Supervisory and library experience desired. Ability to work evenings and weekends required.