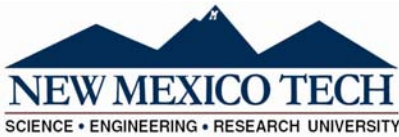


Posted: August 24, 2021



## 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.

*All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.*

**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:

The Library Technician II is expected to ensure & adhere to policies & procedures of the Circulation Desk and Skeen Library. This position also includes supervising the Interlibrary Loan (ILL) services of the Circulation Department. The primary functions & duties of this position include, but are not limited to: supervision/training of student workers; management & monitoring of circulation desk activities; clerical work; records management; project management & participation; maintaining professional relationships within the Library & across NMT campus; monitoring & light maintenance of building; beverage/cafe monitoring & maintenance; customer & patron services; other Circulation duties as assigned. Additional ILL functions & duties include: supervision of ILL services; coordinating with national & international libraries on borrowing & lending of library materials, following appropriate procedures & policies; assisting the NMT Community in acquiring research & academic materials; facilitating the mediation of lost/missing materials with borrowers & other libraries; compiling & providing statistics/information regarding ILL service use; maintaining Skeen Library's ILL policies & procedures; collaboration with OCLC with the development & maintenance of the Tipasa ILL module; maintaining software configurations for ILL processing & notifications; any other duties related to ILL. This position is expected to: be aware of library/campus wide policies & procedures; attend training for professional/staff development; be flexible in schedule as needed 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. Customer Service experience using excellent verbal/written skills in English required. Computer experience (basic): email, Internet familiarity, Microsoft Suite (Office) products required. Computer experience (advanced): Google Suite products, Adobe products, OCLC Software desired. Supervisor & Library experience including familiarity with scholarly databases desired.

Apply to: New Mexico Tech, Human Resources 801 Leroy Pl, Brown Hall Box 141, Socorro, NM 87801-4796