

Posted: September 12, 2023



POSITION ANNOUNCEMENT

TITLE: TECHNICAL SERVICES LIBRARIAN

DEPT: LIBRARY

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$45,000-\$50,000

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 SUMMARY:

The Technical Services Librarian will develop and implement with the Library Director an evaluation of policies, procedures, and training that will support the Library's mission of improved access to information, student success, and research support. The Technical Services Librarian will locate and create content to support academic instruction with the Director and the Public Services Librarian; explore, evaluate, and encourage deployment of emergent technologies into library programs and services. Common job responsibilities will include: information management, acquisitions, vendor management, invoice processing, managing digital assets and subscriptions including support for technical services issues, coordination and management of the library's physical PC system and website management.

JOB FUNCTIONS:

Network with NMT Faculty and Administration; create and maintain relationships with Academic Departments to insure communication, development and delivery of digital programming. Develop and maintain strong productive relationships with colleagues, students, faculty, staff and NMT administration. 30%

Process and Maintain Academic Subscriptions and Data Bases, Updates holdings, User statistics, Bibliographic records. Troubleshoots issues within the digital collections. 25%

Works in concert with the Operations Coordinator to process and insure timely payment of invoices in support of the Library Director. 20%

Engages in Information Literacy Instruction and Systems Instruction with the Public Services Librarian and Library Director. 12.5%

With the Library Director implements deployment of emergent technologies into library programs and services. Engages with improvement measures for digital collection, including conversations with faculty and researchers on assess and deliverability of information. 12.5%

REQUIRED QUALIFICATIONS:

Read and comprehend instructions, write information and complete simple forms. Bachelor's Degree (Any BA or BS degree which supports Library Science activities such as in the Humanities, Science or Engineering). Master's Degree, an ALA certified Library and Information Science Master's Degree is required for this position. Knowledge of Acquisition Procedures. Competence in ALA/ ACRL guidelines and foundations for Academic Librarians to support overall mission of the Library and NMT. Competence in in digital asset management including eBook, eJournal, and database management and technical troubleshooting of said digital assets. Knowledge of OCLC Worldshare, Ex Libris Alma, EBSCOnet, or other library ILS systems.

DESIRED QUALIFICATIONS:

Strong Interpersonal Skills, employing effective communication, organization, analytic, and problem-solving skills. Experience with LaTeX, Creative AI programming. Experience with basic PC and Mac troubleshooting, both software and hardware issues.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	S
50 - 100 pounds	S
100 + pounds	S

PHYSICAL DEMANDS:

Standing 20%	Sitting 40%	Walking 24%	Pulling 2%
Pushing 2%	Lifting 2%	Stooping 2%	Kneeling 2%
Crawling 2%	Climbing 2%	Reaching 2%	Other

Apply to: nmtjobapps@npe.nmt.edu