



EDMOND TEMPLE
Mayor

PAM GRIDER
Mayor Pro-Tem

VILLAGE OF JEMEZ SPRINGS

Municipal Office

080 Jemez Springs Plaza
PO Box 269, Jemez Springs, NM 87025
Phone (575) 829-3540 • Fax (575) 829-3339
Ona P. Trujillo, Clerk/Treasurer

Website: www.jemezsprings.org



JOHN MERHEGE
Trustee

DAVID P. RYAN
Trustee

ROBERT WILSON
Trustee

DEBBIE PACKARD
Deputy Clerk

Library Assistant Part-time

Part-time position of 17-19 hrs/wk
Starting hourly wage of \$10
Must have High School Diploma or GED equivalent
College education preferred
Work experience dealing with the public preferred
Work experience operating in a variety of computer environments preferred

Essential responsibilities:

Performs a wide variety of general library work including circulation, copy cataloging, processing of library materials, shelving, customer service, and works confidently in a variety of library computer systems and types of software.

Required skills

Excellent customer service skills
Excellent general computer skills
Ability to identify and resolve a variety of computer and connectivity problems
Ability to work independently
Must be able to perform all essential library responsibilities
Ability to confidently assist patrons in all areas of library services
Ability to maintain library public areas in clean and orderly fashion
Ability to maintain confidentiality
Must be able to work Saturdays
Valid NM Driver's license required
Ability to pass a background check

Drug Free / Equal Opportunity Employer