

NEW MEXICO HIGHLANDS UNIVERSITY
Las Vegas, New Mexico
PUBLIC VACANCY NOTICE

Posting Date: February 13, 2015

Deadline: Open Until Filled

Position Title: Library Associate – Cataloging Section

Department: Library

Salary Grade: 13

Job Type: 12 Months/Full-Time

Minimum Starting Salary: \$34,609

Reports To: Librarian – Head of Archives and Cataloging Division

FLSA: Exempt

POSITION SUMMARY: The Library Associate is responsible to independently catalog all types of materials, organize/prioritize work, answer cataloging questions, train others when necessary and assist in troubleshooting.

DUTIES AND RESPONSIBILITIES:

- Facilitate access to the Library’s collection through the LIBROS consortium’s integrated library system (ILS), by providing descriptive bibliographic records of the collection, primarily organized by subject classification;
- Add, edit, replace or delete OCLC records, ILS records and item records to make complete bibliographic information available to library patrons;
- Create original records while following national and local standards for books, as well as for more complex material such as maps, electronic resources, serials, music, archival resources and videos;
- Maintain and improve access to Library materials by updating and correcting bibliographic and item records;
- Reclassify materials by changing call numbers or locations, withdrawing materials, verifying authority work and updating records as necessary;
- Keep statistics on library tasks performed each month and submit them to the Librarian – Head of Archives and Cataloging Division;
- Work closely with the Librarian – Head of Archives and Cataloging Division to maintain a quality catalog;
- Assist in maintaining the Cataloging Procedures Manual;
- On a rotational basis, provide assistance at the Reference Desk, as well as provide research assistance to patrons in person and via phone, mail, email and chat (online Helpdesk);
- Assist patrons in utilizing library resources and equipment;
- Supervise, train and schedule technicians, clerical workers, and student assistants as needed;
- Attend workshops, take online courses, and use available resources to self-teach in both cataloging and reference development;
- Maintain regular attendance;
- Perform any other Library related activity as instructed by the Librarian – Head of Archives and Cataloging Division

MINIMUM JOB REQUIRMENTS:

- **EDUCATION:** Bachelor’s Degree in any field.
- **EXPERIENCE:** Two (2) years of library or clerical experience. A MLIS or MLS may be considered in lieu of experience.
 - **PREFERRED:**
 - Experience or classes in original and/or copy cataloging
 - Experience or classes working with AACR2/RDA rules
 - Experience working with integrated library systems

SPECIAL REQUIRMENTS:

- Willing to work evenings, weekends, odd hours, and holidays as required.
- Occasional travel is required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Library of Congress subject headings and classification schedules;
- Knowledge of cataloging rules such as AACR2 or RDA;
- Commitment for reading job-related information;
- Knowledge of standard library routines and procedures;
- Ability to prioritize job tasks;
- Ability to train technicians, clerical workers or student assistants;
- Knowledge of bibliographic utilities such as OCLC and library automation systems;
- Knowledge and understanding of computer operations and related skills, including Internet access;
- Ability to stay detailed oriented and work with accuracy and speed;
- Ability to use procedural manuals and follow written and oral instructions;
- Ability and willingness to adapt to changing unit needs;
- Ability to work independently and perform well with others;
- Ability to work in a team environment as well as commitment to diversity, continuous improvement, and the university philosophy;
- Ability to communicate effectively both orally and in writing.

PHYSICAL DEMANDS

Sitting.....	Frequently
Standing.....	Occasionally
Walking.....	Occasionally
Bending.....	Occasionally
Squatting.....	Occasionally
Climbing.....	Occasionally
Kneeling.....	Occasionally
Lifting up to 40 pounds.....	Occasionally
Repetitive hand motions, prolonged user of computer....	Frequently

WORK ENVIRONMENT

- Work is performed in a typical interior/office work environment.
- Work with frequent interruptions.
- Occasionally work in dirty/dusty conditions
- Occasionally work around fumes/odors

APPLICATION PROCEDURE: A complete application must include 1) a letter of interest, 2) resume, 3) University Employment Application; 4) copies of unofficial transcripts, and 5) names/address/phone numbers of 3 professional references.

References will be contacted in conjunction with on-campus interviews and official transcripts should be requested upon acceptance of the on-campus interview.

New Mexico Highlands University
Human Resources
Library Associate Search
Box 9000
Las Vegas, NM 87701

Required application materials may be sent via email to: jobs@nmhu.edu

For disabled access or services, call (505) 454-3242 or email hr@nmhu.edu

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