



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0013
EDUCATION
LIBRARY ASSISTANT**

Position Title:	Library Assistant	Pay Level:	\$9.01/Hourly - \$13.77/Hourly
Position Open Date:	01/19/2023 – Until Filled	Department:	Library
Position Status:	Full-Time	Classification:	Non-Exempt
Supervisor:	Librarian	Location:	Education

POSITION SUMMARY:

Responsible for assisting the Librarian in providing quality library services and programs for the community.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

High school diploma or general education degree (GED).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Assists patrons with library services; provide members of the community with materials and services to pursue their own learning and meet their own individual information needs
- Assists in maintenance and upkeep of computers, including defragging computers; assists patrons with computers to include the use of the Internet
- Supervises children with reading, computers, and interactive play
- Assists patrons in finding and checking out books; keeps record of books checked out and checks them in when returned; reshelv books after they are returned
- Assists with programs, educational and entertaining, for community members; collaborates with tribal departments and community schools
- Participates with collection development; assists with cataloguing books
- Assists with research and compiling of information for grants and budgets
- Promotes library services
- Maintains effective relations with a variety of community organizations, groups and the public
- Assists with general maintenance, organization, and security of the facility
- Maintains basic records of work performed
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

- Towa language
- Library services and community needs and resources
- Customer service and public relations methods and practices
- Computer applications related to assigned duties and activities
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Library services and computer center services
- Providing customer services in the most cost effective and efficient manner
- Implementing developmentally appropriate, multicultural, and bias free services and activities
- Computer applications related to assigned duties and activities
- Making accurate arithmetic calculations
- Preparing clear, concise and complete reports, correspondence and other written materials
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities
- Using initiative and independent judgment within established procedural guidelines
- Communicating effectively in oral and written forms

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpueblo.org

Pueblo of Jemez – Attention Human Resources Department
PO BOX 100
Jemez Pueblo, New Mexico 87024
Or;
Visit the Pueblo of Jemez Website – Careers
www.Jemezpueblo.org