



MESCALERO APACHE TRIBE Job Announcement

Position Title: Library Assistant (Part- time) Evenings and weekends.
Department: Library
Employment Status: Non-Exempt
Grade: NE7
Opening date: May 14, 2019 **closing date: May 24, 2019**

Job Summary

Performs all basic circulation tasks, assists patrons with computers, shelf maintenance and circulation maintenance, assists the patrons in a courteous friendly manner in using the library and in finding the information they need, receives and processes library materials.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Sort and stack books depending upon their publication, authors, type and various other attributes and maintain a record of the same in computerized database for easy access.
- Sorts books, publications, and other items according to established procedure and returns them to shelves, files, or other designated storage areas.
- Assists patrons with checking in and out books and publications.
- Maintain membership log book in the library and collect details from the patrons such as name, address, phone number, age, etc., and issue I-cards to them.
- Record details of books borrowed and returned by the members and call them in case books are not returned on time.
- Assists in placing purchase order for materials knowing the demand of the patrons for the books and publications.
- Update computerized records with new books and maintain a centrally accessible database.
- Assists with the opening/closing of facility.
- Assists with workstation maintenance, maintains sign up and monitors the study rooms, handles lost and found items and performs housekeeping duties.
- Performs clerical activities, answers phones, filing, typing, word processing, photocopying, mailing out material, and mail sorting.
- Ensures cleanliness of library.
- Performs other duties as assigned.

Minimum Qualifications

- High School Diploma or GED.
- Librarian Certificate.
- One year administrative and customer service experience.
- Library experience preferred.
- Must have a valid NM Driver's License.

- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Tribal preference and Native American Indian preference shall apply to all positions.*

Knowledge, Skills and Abilities

- Knowledge of applicable federal, state, tribal, county and local laws, regulations, and requirements and guidelines.
- Knowledge of business English, proper spelling, grammar, and punctuation.
- Knowledge of library practices and procedures.
- Skill in the use of computers, preferably in a PC, Windows-based operating environment.
- Skill in providing excellent customer service.
- Skill in obtaining information.
- Ability to gain knowledge of library cataloging rules and procedures.
- Ability to gain knowledge of library classification scheme.
- Ability to gain knowledge of library check-in and check-out procedures.
- Ability to gain knowledge of applicable regulatory agencies, codes and standards.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to follow oral and written instruction.
- Ability to communicate efficiently and effectively both verbally and in writing
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee frequently is required to walk. The employee occasionally is required to climb or balance; and stand; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds.

Work Environment

Work is generally performed in an interior library work environment with a low to moderate noise level. Evening, weekend, and/or holiday work may be required. Extended hours and irregular shifts may be required.