



214 South Love Lovington, NM 88260
575.396.2884

LIBRARY TECHNICIAN – FULL TIME

Position Description

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|----------------------------|------------------|
| Department: | Library |
| Probationary Period | One year |
| Pay Grade: | \$16 DOE |
| Hours/week: | 40 hrs. per week |
| Type of Position: | Full-time |

| | |
|----------------------------|------------------|
| Reports to (title): | Library Director |
| Supervises: | N/A |
| Classification: | Non Exempt |
| Effective Date: | January 29, 2024 |
| Revised Date: | January 29, 2024 |

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver’s license.

POSITION PURPOSE

The purpose of this position is to assist with ensuring patrons enjoy the library in a safe, professional and courteous environment.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Circulation and patron services duties as assigned.
- Assist library users.
- Cataloging materials to be processed.
- Develops and coordinates all children’s, teen’s, and adult programs.
- Develops and coordinates 6-week Summer Reading Program.
- Prepares book lists, flyers and other public relations materials.

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- Participate in training programs and workshops designed to improve library services.
- Comply with all rules and regulations at the federal, state, city, and department levels.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- One (1) year direct work experience
- Education:
- High School Diploma or Equivalency
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Read, write, speak and comprehend the English language.
 - Extremely detailed oriented
 - Ability to supervise people of all ages.
 - Must be able to work odd hours or overtime on occasion, including evenings, weekends and holidays
 - Must have computer proficiency
 - Must be able to travel, sometimes overnight
 - Ability to work standard office equipment
 - Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- Post-Secondary work in related field
- Bilingual skills in English and the Spanish language

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

LIBRARY TECHNICIAN – FULL TIME

Position Description

| | | | |
|-------------|--|-------------------|--|
| REVIEWED BY | | <i>TITLE</i> | |
| APPROVED BY | | <i>TITLE</i> | |
| DATE POSTED | | <i>DATE HIRED</i> | |

LIBRARY TECHNICIAN – FULL TIME

Position Description

ACKNOWLEDGMENT

I have reviewed the content of the **LIBRARY CLERK – FULL TIME** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

(printed name)

(signature)

Date