



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 192-23**

**OPENING DATE: 11/07/2023**

**CLOSING DATE: 12/07/2023**

**POSTED: IN/OUT**

**POSITION:** Library Aide I  
**PAY GRADE:** NE3 (\$13.20/hr. - \$17.82/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Part-Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Library  
**REPORTS TO:** Librarian  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides assistance to the public in locating and obtaining information to ensure all patrons have access to library materials and resources; assists in the development and promotion of library programs and events and maintenance of library operations.

*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.*

**JOB DUTIES:**

- Assist with processing of library books including cataloging, labeling, and shelving books in accordance with established policies, procedures, and systems.
- Check in and re-shelve books; rotate collections as needed.
- Assist library patrons to locate and check out books or materials; handles general information requests.
- Search files, reference shelves, and computerized information systems to locate requested information.
- Explain and assist in use of reference sources, such as periodical indexes, to locate information.
- Promote literacy by assisting with the After School Programs, Summer Reading Program, and other library activities.

- Provide transportation for After School Program, to and from Field Trips, and other work duties.
- Assist with annual Open Houses for the community and local schools; assist in the development and coordination of library programs, services and community events.
- Assist staff and patrons in use of public access catalog, electronic and computer equipment.
- Answer phones, take messages, process the incoming mail, and provide information to library patrons.
- Perform cataloging (physical or electronic) for library materials in all formats.
- Attend and participate in staff meetings as required.
- Attend trainings for specific certifications, educational advancements, and research opportunities.
- Conduct trainings as needed for the community, other libraries, and other departments throughout the Pueblo of Isleta.
- Assist library patrons with smartphones, tablets, computer usage and functions, and scanning documents.
- Research and create innovative programs for the community and general public.
- Network and collaborate with Pueblo of Isleta Departments, other libraries, and public entities.
- Manage and update multiple social media accounts frequently.
- Conduct and assist with the interview process.
- Promote upcoming library programs and library services.
- Perform other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must obtain First Aid, CPR, and AED; Active Shooter, Mental Health First Aid, Fire Extinguisher, and Food Handlers certifications.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of Library information systems.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

- Skill in bibliographic, technological, and cataloging techniques as used in a library setting.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict time lines.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands above head.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical library environment.
- Frequent interaction with the public
- Noise level is usually moderate.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.