



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

POSTING NO: 202-23

OPENING DATE: 11/30/2023

CLOSING DATE: 12/15/2023

POSTED: IN/OUT

POSITION: Library Aide I
PAY GRADE: NE3 (\$13.20/hr. - \$17.82/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full 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.