



JOB DESCRIPTION:	Reference Librarian		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Non-Exempt
CUPA HR	608000	DATE APPROVED:	30-APR-2021
CLASSIFICATION:		DATE MODIFIED:	17-MAR-2025

SUMMARY: Provides reference services to Miller Library patrons and support to full-time Miller Library librarians.

DUTIES:

1. Provides reference services to Miller Library patrons in various modalities, including face-to-face, phone, chat, and video conference.
2. Processes and maintains Miller Library's print periodicals, including checking in new issues, reporting lost, missing or damaged issues and weeding material according to library retention schedules.
3. Performs basic circulation functions.
4. Supervises library activities, including student assistants, patrons and building issues in the absence of full-time library staff.
5. Performs other duties as assigned.

REQUIREMENTS:

1. Bachelor's degree with 1 year of library experience required. Master's degree in library science or a related field preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Working knowledge of best practices in library reference services, including experience using academic-level library databases. Excellent interpersonal skills, including experience interacting with people of diverse demographics, life experiences and backgrounds. Excellent verbal and written communication skills. Self-motivated, with the ability and work ethic to perform job duties without constant supervision from a manager. Proficient in MS Office applications. Ability to operate and troubleshoot normal office & library equipment, such as telephones, copiers, scanners, printers, and micro-film readers. Proficiency in using a library ILS preferred. Must be knowledgeable of University policies and procedures. Must be able to manage multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications.
3. **Working Conditions/Physical Demands (With or Without Accommodations):** Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date. (If applicable)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)