

JOB DESCRIPTION:	Librarian – Technical Services		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	402210	DATE APPROVED:	17-MAR-2025
		DATE MODIFIED:	16-JAN-2026

SUMMARY: Responsible for ensuring that Miller Library continually provides high quality, robust access to library materials. Develops and continually assesses standards, workflows and procedures for bibliographic control, cataloging, and processing library materials.

DUTIES:

1. Develops, implements and maintains cataloging and metadata standards for the Miller Library. Maintains awareness of new developments in the field and [makes sure that] Miller Library's bibliographic control practices remain current and relevant to the WNMU user community.
2. Maintains and troubleshoots the library's ILS operations.
3. Oversees all cataloging of library materials. This may include complex original cataloging as well as copy cataloging.
4. Performs collection development activities including materials selection and collection analysis.
5. Establishes and maintains relationships with vendors to learn about new products and services; evaluates and makes recommendations for purchase.
6. Assists with library instruction.
7. Hires and manages student assistants.
8. Regularly participates in Reference Desk shifts.
9. Participates in library and WNMU committees. Engages in regular professional development activities to stay abreast of developments in the library field.
10. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Library Science or related field from an ALA-accredited institution required. At least 12 hours of graduate-level LIS credit plus 3 years of professional library cataloging experience may be substituted. Bilingual preferred.
2. **Job Knowledge:** Knowledge of and experience implementing current principles and practices of cataloging and classification systems in an academic library. Excellent research skills using a wide variety of tools, including Comfortable in performing repetitive tasks that require attention to detail. Skill in providing instruction in research methods and library resources. Skills in customer service principles and practices. Skill in working in an environment subject to constant interruptions, frequent exposure to contagious and infectious diseases, and frequently changing priorities. Skill in following oral and written instructions. Skill in establishing and maintaining effective working relationships with university staff, faculty, students, community patrons, and other library personnel. Skill in maintaining confidential records and files. Must be knowledgeable of University policies and procedures. Must be able to handle 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 library environment. May be required to push or pull full book carts, lift up to 50 pounds, reach materials on high or low shelves. May include exposure to dust and chemicals typically used in a library setting. May require occasional travel within the community. May require prolonged sitting and computer use. 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 6 months of hire date. (If applicable for the job)

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)