

JOB DESCRIPTION:	Library – Access Services		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#402267	DATE APPROVED:	12-JAN-2025
		DATE MODIFIED:	01-JUL-2025

SUMMARY: Leads the library's Access Services activities, including interlibrary loan, physical collection maintenance, and reference services.

DUTIES:

1. Leads the library Access Services activities, including training new Public Services staff and hiring/managing student workers.
2. Maintains and trouble-shoots patron and circulation records in the library Integrated Library System.
3. Maintains monthly statistics of library's patron, circulation and ILL activity.
4. Works with University Librarian to create and update policies and procedures related to Circulation, Special Collections, Patrons, Interlibrary Loan and other Public Services activities.
5. Oversees maintenance and accessibility of physical library materials, including supervising regular materials inventories, shelf reading and recovery of lost and damaged materials.
6. Maintains the reference desk schedule and regularly staffs the reference desk.
7. Participates in library collection development activity, including materials selection.
8. Trains and directs Public Services staff in print periodical and Teacher Curriculum Center collection duties.
9. Participates in library and WNMU committees.
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. Models professional standards and ethics in accordance with WNMU philosophy.
11. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree and 3+ years of progressively responsible library experience required. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Significant experience using Integrated Library System(s). Excellent research skills using a wide variety of tools, including library databases, government documents, open educational resources, finding aids, etc. Strong written and verbal communication skills. Ability to work effectively with a wide range of constituencies in a diverse community including staff, faculty, students and community patrons. Able to handle multiple deadlines and maintain accuracy. Sensitive to cultural differences within the University and community. Proficient in MS Office applications. **Preferred qualifications:** Experience managing student assistants in a higher education setting.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): (Always include this verbiage) * – 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 regular exposure to dust and chemicals typically used in a library setting. May require occasional travel within the community. Ability to comprehend and work with a variety of information from various sources.

Able to clearly communicate with a diverse population of individuals. 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 driver's license.
- b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

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)