

JOB DESCRIPTION:	Library Technician – Technical Services		
DEPARTMENT:	Miller Library		
REPORT TO:	University Librarian		
EEO CLASSIFICATION:	Professional	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	608000	DATE APPROVED:	04-SEP-2026
		DATE MODIFIED:	NEW

SUMMARY: This position provides support for the Library’s Technical Services operations, adhering to department processes and standards. Responsible for ensuring that physical library materials progress efficiently through the department workflow from receipt until they are ready for patron use.

DUTIES:

1. Under the direction of the Technical Services Librarian, performs copy cataloging of library materials according to library industry standards (RDA, MARC 21) and local cataloging conventions. Uses parameters set out by the library’s Collection Management Plan and department documentation to make decisions that are consistent with prior cataloging and that prioritize the accessibility of library resources.
2. Processes new materials for public use.
3. Assists with collection maintenance, including processing items for deletion, monitoring timebound collections, regular collection inventories.
4. Regularly participates in reference shifts. This includes providing high-quality reference service to student, staff and public patrons using a wide variety of resources including print materials, library databases, primary sources and government documents. Employee must be able to show patrons how to use digital and physical library resources in addition to being proficient in using the resources themselves. Includes some weekend and evening shifts.
5. Monitors student assistant work in the Tech Services Department.
6. Maintain department statistics and documentation.
7. Performs repairs on damaged library materials.
8. Regular participation in professional development activity.
9. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor’s degree required; Bilingual (Spanish) preferred.
2. **Knowledge, Skills & Abilities:**
 - a. Keen attention to detail and ability to perform repetitive tasks while maintaining concentration, accuracy, and quality outcomes.
 - b. Ability to shift between tasks, prioritize competing activities and long-term projects, and manage multiple deadlines.
 - c. Solid knowledge of MS Excel and other MS Office applications.
 - d. Ability to interact effectively with patrons from diverse educational, economic, social, and demographic backgrounds.
 - e. Sensitivity to cultural differences within the University and community.
 - f. **Preferred:** Experience using Integrated Library System(s), especially WMS; knowledge of library technical services processes; familiarity with bibliographic records and copy cataloging in a library setting.

3. **Working Conditions/Physical Demands (With or Without Accommodations):**

- a. Normal library environment with potential exposure to dust.
- b. Includes evening and weekend hours.
- c. May be required to work additional hours or days depending on circumstances.
- d. Must have the ability to push / pull loaded book carts, shelve library materials on high and low shelves, perform repetitive tasks such as shifting books in the stacks and processing library materials
- e. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time.
- f. Ability to comprehend and work with a variety of information from various sources.
- g. Able to clearly communicate with a diverse population of individuals.

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)