



JOB DESCRIPTION:	University Librarian		
DEPARTMENT:	Miller Library		
REPORT TO:	Vice President – Academic Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	139000	DATE APPROVED:	05-MAY-2021
		DATE MODIFIED:	25-MAR-2025

SUMMARY: Plans, directs, supervises, and evaluates overall operations of the Miller Library of Western New Mexico University to ensure timely and easy access to all requested materials and resources.

DUTIES:

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1. Plans, directs, supervises, and evaluates operations of the various service areas provided through the University's Miller Library, including reference and instruction services, cataloging and acquisitions, to ensure that they meet the needs of students, faculty, and community patrons.
2. Reviews current operational activities and plans and assesses strategies to improve and/or expand services within the constraints of the budget.
3. Works cooperatively with other library systems to discuss feasibility of shared resources and services. Works closely with the Information Technology Department to integrate new applications and technologies that support library services.
4. Prepares and submits for approval annual operating, budgetary, and capital improvement plans to the Vice President for Academic Affairs/Provost.
5. Prepares and presents a variety of activity and statistical reports.
6. Participates and acts as spokesperson on behalf of the University's library at a variety of
7. community and professional organizations, activities, conferences, and meetings.
8. Develops, implements, and evaluates a variety of informational and educational programs designed to improve the understanding.
9. Regularly participates in Reference Desk shifts by providing general and specialized reference assistance to library patrons.
10. Assists in the planning and implementing of special events hosted by the Miller Library.
11. 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.
12. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Master's degree in Library Science with 7 years of management experience with 2 years of supervisory responsibilities required. Experience in an academic library preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Knowledge of the principles, practices, techniques, and methods of library science and library administration. Knowledge of general management principles and practices of budgeting, policy and procedure development and personnel supervision and management. Knowledge of university library services, programs, and activities. Knowledge of basic customer service principles, techniques, and practices. Knowledge of electronic library resources, online

public access catalog, general office application. Skill in planning, organizing, and managing through subordinate staff. Skill in establishing and maintaining effective working relationships. Skill in preparing and presenting informational or educational programs regarding the services and resources provided by the University's library. 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 travel some within the community when needed. May be required to lift normal office equipment, books, and materials. 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. Valid New Mexico driver's license.
 - b. Must pass a Defensive Driving Course within 2 months of hire date.

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)