

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-64**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION:	Library Aide
OPENING DATE:	July 18, 2024
CLOSING DATE:	July 26, 2024
DEPARTMENT:	Library / Chief of Operations
SALARY RANGE:	NE5; \$21,591 - \$32,386

Position Summary:

Under direct supervision of the Librarian, the Library Aide assists customers to effectively use the programs and services provided at the Pueblo of Laguna Public Library. Arranges and maintains materials and resources; implements planned programs; and performs a variety of administrative tasks. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Provides professional and courteous customer service in personal and telephone contacts.
- Provides tours to new customers; provides instruction in use of library; and assists customers in finding and using resources.
- Assigns Library Cards; checks materials in and out; inspects returned material for damage; re-shelves returned material.
- Sends out due notices for unreturned items.
- Maintains Inter-Library Loan Services.
- Catalogs new material; produces spine labels; enters call numbers or other specific numerical data into automated system.
- Assists with planning and implementing outreach services, special programs, events, and activities.
- Supervises use of computer lab; operates audiovisual equipment.
- Performs a variety of clerical duties; prepares correspondence, reports, and advertisements; photocopies material; scans and files documents.
- Edits and reviews correspondence and documents for correct grammar, punctuation, and spelling.
- Maintains inventory of office supplies and equipment; performs minor maintenance and repairs; arranges for equipment maintenance and repair.
- Maintains required internal data and generates required reports.
- Prepares forms including timesheets, leave forms, and travel authorizations.
- Arranges travel, prepares and submits travel-related documents, and maintains travel information as necessary.

- Obtains and maintains required certification(s) and professional/technical knowledge by attending relevant training.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

High School Diploma or GED required. One (1) year of library experience, general clerical experience, or customer service experience required. Experience in a public, private, school, special, or research library preferred. A combination of relevant education and directly related work experience may be considered. New Mexico State Library Certification I preferred; must obtain within one year of hire. Fluency in the Laguna language preferred. FEMA/ICS 100 and 200 Certifications preferred; must obtain within six (6) months of hire.

Background Investigation:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust

responsibilities and attributes of the position which includes job duties. The Library Aide is designated at a Moderate Risk Public Trust (MRPT) position.

Type of Background Check	Required
Pre-employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check (if applicable), Tribal Criminal Check (if applicable))	X
Employment Verification, Education / License verification, Personal Reference Verification	X
Fingerprint Verification	X
Must be able to drive a Pueblo-issued vehicle	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of or ability to learn Library cataloging, classification, and organization systems and processes.
- Knowledge of proper spelling, grammar, and punctuation, and adequate math skills to carry out essential duties.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social age, and cultural backgrounds.
- Ability to maintain confidentiality; to demonstrate high moral character and self-responsibility.
- Ability to establish and maintain professional relationships with customers and co-workers at all levels.
- Ability to work independently and meet strict timelines.
- Skill in bibliographic, technological, and cataloging techniques.
- Skill in operating audio-visual and gaming console equipment.
- Skill and ability in preparing reports and correspondence.
- Skill in computer use including Word, Excel, PowerPoint, Outlook, and software specific to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES