



MESALANDS COMMUNITY COLLEGE
Job Announcement
Library/Central Services Technician
Open Until Filled

POSITION:	Library/Central Services Technician
WAGE RANGE:	Depends on experience, salary competitive
PART TIME:	Full Time

The Library and Central Services Technician reports to the Library Director and performs any combination of the following tasks in support of Library Services and/or Administrative Services:

Essential Functions. The employee is responsible for the following:

Assists library users in locating required information
Provides library users with instruction on how to use library resources
Provides a college ID to students
Performs routine cataloging duties
Performs duties of the circulation desk
Performs secretarial duties
Assists library users with computer usage
Performs other duties as assigned

Central Services:

Receives the College mail and distributes to each mailbox
Assigns a mailbox to each employee
Collects outgoing mail to be processed and taken to the Post Office each day
Keeps a fax log and records incoming/outgoing faxes
Maintains copy machines and paper supply for employee use
Sends a monthly report to the Business Office of employee accounts
Does copying and binding for the College employees

Qualifications:

Associate degree required; Library Technical Associate preferred; computer competency required; valid driver's license required; library experience preferred

Language skills:

Ability to read and comprehend complex oral and written instructions and technical terminology.
Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations. Ability to establish and maintain effective working relationships with co-workers, students, and the general public.

Mathematical skills:

Ability to perform basic mathematical functions.

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 30 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application available on-line at www.mesalands.edu; copies of transcripts for college courses completed; must provide a copy of a valid driver's license, and list of three references, including name, address, and phone numbers. All required application materials must be received by:

Attn: Human Resources
Mesalands Community College
911 S. Tenth Street
Tucumcari, NM 88401
(575) 461-4413, ext. 112

Employment preference will be given to qualified veterans, please provide proof of service with honorable discharge.

Application deadline until filled.