

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2022-20**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Librarian</b>
<b>OPENING DATE:</b>	<b>September 22, 2022</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Chief of Operations / Library</b>
<b>SALARY RANGE:</b>	<b>E-14; \$44,944 - \$67,416</b>

**Position Summary:**

Under general direction of the Chief of Operations, the Librarian develops and implements a strategic plan to promote knowledge and education to Pueblo communities. Achieves strategic objectives through planning, organizing, and supervising functions for the efficient operations of the Library program. 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:**

- Develops a strategic plan for administering, promoting, and expanding Library services.
- Establishes program goals, objectives, policies, and standard operating procedures in accordance with strategic plan and in compliance with funding agency requirements.
- Develops and manages outreach services to promote reading, literacy, and library usage; coordinates tutoring programs, adult lectures, community activities, and other relevant programs.
- Furnishes information on library activities, facilities, rules, and services.
- Explains and assists in use of reference sources, such as periodical indexes, to locate information.
- Assists staff and patrons in use of public access catalog and electronic equipment.
- Searches files, reference shelves, and computerized information systems to locate requested information.
- Selects and orders materials for library collection.
- Performs original, contributed, and copy cataloging (physical or electronic) for library materials in all formats.
- Develops printed and electronic library user guides.
- Coordinates technical needs for the Library; prepares required documents for purchase of hardware and software; ensures staff is fully trained on systems, policies and procedures. Assesses programming to determine effectiveness, relevance, and compliance with program and patron goals and objectives; collects data for evaluation of participation, curriculum, and special projects.
- Prepares and administers program budget; develops budget modifications; prepares required financial reports.
- Develops narrative project reports, revisions to plans, and other required/requested documentation.
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services. Assists in the development of proposals.
- Supervises the daily work activities of the Library Aides.
- Manages staff relations by recognizing employee contributions, coaching, counseling, mentoring, teaching, and disciplining employees. Encourages feedback from employees for continual program services improvement.
- Completes performance evaluations in a timely manner. Promotes self-responsibility and accountability.
- Ensures effective communication on program goals and objectives, standard operating procedures, projects and program-related activities via staff meetings or other appropriate means of communication.
- Maintains professional and technical knowledge by conducting research; attending relevant training, and establishing network with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree in Library Science, Liberal Arts, or other related field required. Three (3) years of progressively responsible work experience in a public, private, school, special, or research library required. Two (2) years supervisory experience required. Master's degree in Library Science or Information Management preferred. A combination of relevant education and work experience related to this position may be considered. Fluency in the Laguna language preferred.

**Background Investigation Requirements:**

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 Librarian is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Investigation	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
Other	

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of current library database systems, electronic databases, information management systems.
- Knowledge of cataloging and classification of materials processes and procedures.
- Knowledge of current trends in Library programs and services; skill and ability to adapt trends for benefit of community.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out essential duties.
- Ability and skill to plan, create, and deliver/implement motivating presentations and activities to diverse and/or immediate audiences.
- Ability to be innovative, creative, and flexible in delivery of program services.
- Ability to be persuasive and tactful in controversial situations.
- Ability to communicate effectively, both verbally and in writing.
- Ability to develop positive relationships with patrons of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently, exercise independent judgment, make solid decisions and meet strict timelines.
- Skill in computer use, including Word, Excel, Access, PowerPoint software unique to program.
- Skill in bibliographic, technological, and cataloging techniques.
- Skill in operating audio-visual, gaming console, and other equipment common to a library setting.
- Skill and ability in preparing reports and correspondence.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill and ability to provide supervision; to motivate staff; to promote creativity, cooperation, and self-responsibility.

**Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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.

## Job Announcement No. 2022-20 Librarian

- 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](mailto: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 Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**