



STATE OF NEW MEXICO
invites applications for the position of:
**Southwest Librarian (DCA
#4811)**

SALARY: \$17.01 - \$29.60 Hourly
\$35,380.80 - \$61,568.00 Annually

JOB TYPE: Permanent Position
OPENING DATE: 10/13/17
CLOSING DATE: 11/12/17 11:59 PM
DEPARTMENT: Department of Cultural Affairs
LOCATION: Santa Fe (City)

JOB DESCRIPTION:

NEOGOV is currently working on a system update for applicants who use screen readers. If you are applying with a screen reader and need assistance, please contact Andrea Rivera-Smith @ (505) 695-5606.

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

This is a Librarian - Advanced position which resides at the New Mexico State Library, located in Santa Fe. As part of the Public Services Bureau, this position provides advanced or expert level information services to Southwest Room library customers, as well as professional oversight of the Southwest service area and collection, including staffing, scheduling, and collection development. The person in this position must demonstrate initiative and a strong customer service commitment. This position conducts complex research in order to respond to Southwest history and culture information requests. This position promotes the Southwest Room services and collections.

Due to the available budget allocated for this position the hiring rate will not exceed \$23.31 per hour.

This position is a Pay Band 70.

CLASSIFICATION DESCRIPTION:

[Librarian Advanced](#)

MINIMUM QUALIFICATIONS:

Master's Degree from a program accredited by the American Library Association (or recognized by the appropriate body of another country) with two (2) years experience in performing and providing advanced library technical operations, effective library and information services, plus cataloging experience and managerial experience.

Employment Requirements:

Employee is subject to pre-employment background investigation and is conditional pending results. Must possess and maintain a current and valid Driver's License. Must obtain and maintain a current Defensive Driving Course Certificate from the State of New Mexico as a condition of employment.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:**Benefits:**

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>**Working Conditions:**

Work is performed in a library office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage, sitting for extended periods of time, the ability to lift up to 40 lbs. standing, kneeling and stretching. This position requires periodic travel throughout the state and occasional travel out of state.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

This position is covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Agency Contact Information:

Lori Thornton, (505) 476-9717, or email: Lori.Thornton@state.nm.us

Link to Agency:<http://www.newmexicoculture.org/welcome.html>**Applicant Help/How to Apply:**http://www.spo.state.nm.us/State_Employment.aspx[Facebook](#)[LinkedIn](#)

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.spo.state.nm.us>

2600 Cerrillos Road
Santa Fe, NM 87505

justin.najaka@state.nm.us

Job #2017-03879
SOUTHWEST LIBRARIAN (DCA #4811)
AS

Southwest Librarian (DCA #4811) Supplemental Questionnaire

* 1. Please indicate the highest level of education you have **completed**. If you have

responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.

- Eighth Grade
- Tenth Grade
- High School Diploma or GED
- Associates Degree or Technical/Vocational Certificate
- Bachelors
- Masters
- Juris Doctorate
- Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate

- * 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.

- None
- 3 months of experience
- 6 months of experience
- 1 year of experience
- 2 years of experience
- 3 years of experience
- 4 years of experience
- 5 years of experience
- 6 years of experience
- 7 years of experience
- 8 years of experience
- 9 years of experience
- 10 years of experience

- * 3. I4021A-Ste-Pub Have you provided reference service as a permanent part of a professional position?

- Yes
- No

- * 4. I4021A-505 Do you have experience providing research and reference support in a library setting?

- yes
- no

- * 5. I4021O-505 Do you have library services and collection promotion experience?

- Yes
- No

- * 6. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 7. I4021A-505 Do you have experience presenting public lectures and /or giving public tours on the subjects of southwest history or genealogy?

- Yes
- No

- * 8. I4021A-505 Do you have experience in disseminating information to other entities or the

general public (writing articles, developing web pages, creating library guides or finding aids)?

- Yes
 No

* 9. I4021A-505 Do you have experience writing articles for publication?

- Yes
 No

* 10. I4021A-505 Do you have experience in collection management and development?

- Yes
 No

* 11. I4021A-505 Are you familiar with the Southwest and New Mexico History?

- Yes
 No

* 12. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

* 13. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).

PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

I understand

* Required Question