

**NEW MEXICO HIGHLANDS UNIVERSITY  
LAS VEGAS, NEW MEXICO  
PUBLIC VACANCY NOTICE**

**Posting Date:** March 21, 2014

**Deadline Date:** Open Until Filled

**Position Title:** Librarian – Head of Archives and Cataloging Division

**Department:** Library

**Salary Grade:** (15) Minimum Starting \$43,200

**Job Type:** 12 Months/Full-Time

**Reports To:** Library Director

**FLSA:** Exempt

**SUMMARY:** The Librarian – Head of Archives and Cataloging Division will appraise, collect, organize, describe, make available, and preserve records of historical, legal, fiscal and/or administrative value to the University and the regional community, as well as make all library resources accessible by providing descriptive bibliographic records. Under the general direction of the Library Director, the Librarian – Head of Archives and Cataloging Division oversees the division and supervises subordinate personnel.

**DUTIES AND RESPONSIBILITIES:**

- Evaluates, organizes, and processes material in special collections and archives;
- Protects all documentary materials by mitigating the natural physical deterioration of records;
- Preserves and repairs archival material using methods proscribed by the Society of American Archivists;
- Evaluates and selects material for digitization; implements and oversees digitization projects; implements policies to protect digital records;
- Consults with campus departments to plan for the transfer of select university records to the archives;
- Evaluates archival material for appropriate preservation method; plans and implements preservation strategies for special collections and archives;
- Manages the archival supply budget, including purchasing of archival supplies;
- Through donor contacts and through library acquisition, actively seeks primary documents, historical photographs, records, and archival material pertinent to Donnelly Library special collections and archives;
- Collaborates with faculty to integrate archival and special collections resources into teaching, learning, and research, as well as to promote the collections to the broader community and scholars with an interest in our region;
- Classifies, reclassifies, and catalogs (including original cataloging) all library resources;
- Runs reports to identify problem records in the library catalog, and supervises their clean-up;
- Trains, schedules and manages library associates, technicians, clerical workers and/or student assistants;
- Prepares monthly and annual reports;
- Develops and maintains division policies and procedures;
- Acts as the liaison with the LIBROS Consortium;
- Supports the archives and special collections in grant writing and solicitation of donations;
- Selects and/or participates in the recruitment and hiring of staff;
- Works with the collection librarian in selecting books for assigned subject areas, online databases and periodicals;
- Weeds book inventory and evaluates holdings;
- Participates in University faculty committees;
- Teaches the one-credit library research class, individuals, and other classes on request;
- On a rotational basis, provides assistance at the Reference Desk, as well as provides research assistance to patrons in person and via phone, mail, email and chat (online Helpdesk);
- A commitment for reading job-related information and research concerning aspects of library development and involvement in library associations is expected;
- Maintains regular attendance;
- Performs any other Library related activity as instructed by the Director of Library and Information Services.

**MINIMUM JOB REQUIREMENTS:**

- **EDUCATION:** Master's Degree in Library and Information Science from an American Library Association accredited university.
- **EXPERIENCE:** None

- **PREFERENCE:**
  - Certification by the Academy of Certified Archivists.
  - Experience or coursework in archives and special collections.
  - Experience or coursework in cataloging of library resources.
  - Familiarity with metadata standards for library and archival description such as DACS, EAD, RDA and MARC.

**SPECIAL REQUIREMENTS:**

- Occasional out-of-town travel for meetings and conferences using a personal or company vehicle.
- Willing to work occasional evenings, weekends, holidays, and odd hours.

**KNOWLEDGE, SKILLS, and ABILITIES:**

- Knowledge of current trends and issues in special collections, archives, conservation and preservation.
- Knowledge of professional archival methods and procedures for processing and preserving primary material.
- Knowledge of cataloging procedures using national cataloging and archival standards.
- Experience with Microsoft office products.
- Experience with library or archival related software.
- Excellent analytical, problem solving and organizational skills.
- Strong interpersonal and communication skills.
- Supervisory experience.
- Demonstrate a commitment to working in a team environment as well as commitment to diversity, continuous improvement, and the university philosophy.

**PHYSICAL DEMANDS:**

- Sitting.....Frequently
- Standing.....Occasionally
- Walking.....Occasionally
- Bending.....Occasionally
- Squatting.....Occasionally
- Climbing .....Occasionally
- Kneeling .....Occasionally
- Lifting/Carrying up to twenty (20) pounds.....Occasionally

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office work environment
- Work with frequent interruptions
- Work in dirty/dusty conditions
- Occasionally work around fumes/odors

**APPLICATION PROCEDURE:** Candidates must submit 1) a letter of interest; 2) resume; 3) University Employment Application; 4) Copies of advanced degree transcripts; 5) Names/address/phone numbers of 3 professional references.

References will be contacted in conjunction with on-campus interviews and official transcripts should be requested upon acceptance of the on-campus interview.

**New Mexico Highlands University  
Human Resources  
Librarian – Head of Archives and Cataloging Division Search  
Box 9000  
Las Vegas, NM 87701**

**Email applications will be accepted: [jobs@nmhu.edu](mailto:jobs@nmhu.edu)**

For disabled access or services call 505-454-3242 or TDD 505-454-3003.  
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