

H NEW MEXICO
HIGHLANDS
UNIVERSITY®
JOB DESCRIPTION
PUBLIC VACANCY NOTICE

Posting Date: October 17, 2017

Deadline Date: Open Until Filled

Position Title: Librarian – Head of Archives and Cataloging Division

Department: Library

Salary Grade: 15

Job Type: Regular Full-time

Minimum Starting Salary: \$45,582

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. The incumbent performs and/or oversees a variety of administrative, information and access services to support the academic and research needs of the University community.

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;
- Advises and assists researchers in the use of archival materials in research activities; interprets requirements and consults on archival information;
- 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;
- Appraises potential collection additions and makes recommendations for acquisition of new collections and de-accessioning of existing collections;
- 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 operational workflow of employees and student workers;

- 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;
- Performs audits and inventory of books and evaluates holdings;
- Promotes collections through online exhibits, publications, presentations, instructional sessions, and other outreach activities;
- 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 provided research assistance to patrons in person and via phone, mail, email and chat (online Helpdesk);
- Maintains professional knowledge base and skills through continued education and/or research; commits to reading job-related information and research concerning aspects of library development and involvement in library associations is expected;
- Provides guidance in identifying and soliciting funds, including grant proposal writing, as appropriate;
- Maintains regular attendance;
- Perform other job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

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

PREFERED REQUIREMENTS:

- 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 in excess of forty (40) hours to include weekends, overtime and evenings as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current trends and issues in special collections, archives, conservation and preservation;
- Knowledge of professional archival concepts, methods, techniques 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 a 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 up to twenty (20) pounds.....Occasionally
- Repetitive hand motions, prolonged use of computer.....Frequently

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: Interested applicants must submit: 1) a letter of interest; 2) resume; 3) university employment application; 4) names/address/telephone numbers of 3 professional references; 5) copies of transcripts. Candidates who are invited for interviews will be required to submit official transcripts. References will be contacted in conjunction with interviews. Submit materials to:

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

Employment application is available at <http://www.nmhu.edu/human-resources/highlands-employment-opportunities/> Application and material may be sent via email to: jobs@nmhu.edu

For disabled access or services call 505-454-3242 or email hr@nmhu.edu
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