

City of Truth or Consequences  
Human Resources Office

PH: (575) 740-7554  
Ext: 314

505 Sims Street  
Truth or Consequences, NM 87901

FAX: (575) 894-0363  
[www.torcnm.org](http://www.torcnm.org)

## JOB ADVERTISEMENT

### LIBRARY TECHNICIAN I

The City of Truth or Consequences has an opening for the position for **LIBRARY TECHNICIAN I** in the COMMUNITY SERVICES department.

See **Job Description for full requirements and representative duties.**

Pay rate commensurate with qualifications and experience, plus benefits.

Applications and Job Descriptions are available from the City's Human Resources Office, 505 Sims Street T or C, NM 87901, tel. # (575) 740-7554, fax # (575) 894-0363 or on the City's Website at [www.torcnm.org](http://www.torcnm.org).

**Deadline for applications** to be returned to the City's HR Office, Until filled

Equal Opportunity Employer

PUBLISH: July 18, 2024 and each Friday until Filled Sentinel

POSTED: City's Website (07/17/2024 – Until Filled)  
Indeed.com (07/17/2024 – Until Filled)

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## **POSITION DESCRIPTION**

**Class Title:** Library Technician I  
**Department:** Community Services  
**Division:** Library

**Status:** Classified

### **GENERAL PURPOSE:**

Under supervision of assigned supervisor, performs all clerk duties and works with incoming and outgoing interlibrary loan items, transports the mail to/from City Hall, performs reference work, and may work with both children's and adult programs. May be required to work at a branch library. Processes books and other materials for inclusion in library collection; processes overdue notices weekly and quarterly. May be asked to assist in training new staff. May be responsible for daily library operations during the absence of Library Director and/or Assistant Director.

### **SUPERVISION RECEIVED:**

Supervised by Library Director, Assistant Director, Library Technician II. May supervise other staff including library clerks, both full- and part-time, and volunteers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Handles incoming interlibrary loan and prepares same for check-out; prepares outgoing interlibrary loan for mail-out.
- May work at branch library, including circulation, reference, interlibrary loan, and processing of library materials.
- Transports mail to/from City Hall.
- Performs more extensive reference work than does any level of clerk.
- May work with children's programs, including the Summer Reading Program; may work with special adult programs, including but not limited to Library Outreach for homebound services.
- Processes books and other materials for inclusion in library collection.
- May prepare subject bibliographies and book lists for publication.
- May perform simple secretarial duties.
- Helps train new staff and volunteers in general library duties.
- Assists patrons in finding books and information; assists patrons needing help with public use computers, including the Internet.

### **EQUIPMENT, TOOLS & MATERIALS:**

1. Equipment typically used: telephone, fax machine, electric typewriter, computer, photocopy machine.
2. Materials and products handled: books, audio and video cassettes, forms, office supplies, and some chemicals including correction fluid and glue.

### **MINIMUM QUALIFICATIONS:**

**EXPERIENCE:**

One year in library work or related field.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to type, file, use computers, multi-line telephone, fax machine.
- Requires dexterity, speed, and accuracy in handling library materials.
- Requires the ability to work efficiently and accurately in an atmosphere of frequent interruptions.
- Requires tact, courtesy, and initiative in handling routine problems.
- Requires the ability to communicate in oral and written English.

**EDUCATION:**

High school diploma or G.E.D.

**CERTIFICATES & LICENSES:**

Valid New Mexico driver's license. Will be encouraged to test for New Mexico State Library Grade I certificate

**WORKING CONDITIONS:**

Employee may be exposed to a variety of health and hygiene conditions, uneven temperatures, and uneven work surfaces. Often works alone with direction from supervisor. Duties require manual dexterity in sorting and filing cards, typing, and shelving books and other library materials. Duties require walking and/or standing for extended periods of time most of the working day. Duties may include some driving for running library errands in town and/or driving to a branch library.

**SELECTED GUIDELINES:**

Formal application, rating of experience; oral interview and reference check; job related tests may be required.

This Job Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date