

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04422598

DATE POSTED: 01/11/22

POSITION NO: 210280

CLOSING DATE: 01/25/2022 by 5pm

POSITION TITLE: Library Assistant

DEPARTMENT NAME / WORKSITE: Office of Navajo Nation Library / Diné Education / Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ56A

WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 23,155.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 11.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Maintain the library collection of books, periodicals and other printed materials. Catalogs and classifies new or donated books or other items; files author/title/subject. Issues library membership cards and updates/maintains patron records. Processes requests for Library loan. Creates catalog reports that explain library materials and services in circulation. Proficient in Windows environment. Reshelves returned or misplaced items, mends or repairs books or damaged items. Removes books which are damaged beyond repair from the collection and catalog. Replaces outdated periodicals as current issues are received. Provides customer service for patrons. Answers telephone calls and patrons' requests for circulated materials and library loans. Receives, catalogs, and classifies new or donated books or other items. Handles money for fines and payment of services. Ensures that materials in the Research Library are current including historical issues and oral history tapes. Assist patrons with complex research and special requests. Plans and coordinates the children's summer reading programs, story time programs and crafts programs. Assist with virtual programming and events as well. Conducts tours and orientations. Works directly with Program Director in assisting with budget preparation estimates and monitoring to assure fiscal accountability. Other duties as assigned by librarian, supervisor or Superintendent related to data management activities, and library services and activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year practical library work related experience; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.