

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DODE04421419</u>	DATE POSTED: <u>07/20/21</u>
POSITION NO: <u>244428</u>	CLOSING DATE: <u>Open Until Filled</u>
POSITION TITLE: _____	Programs and Projects Specialist
DEPARTMENT NAME / WORKSITE: _____	Torreon Community Library, Torreon, New Mexico
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8 am-5 pm</u>	PART TIME: <input type="checkbox"/>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	NO. OF HRS./WK.: _____
	DURATION : _____
	GRADE/STEP: <u>BJ63A</u>
	\$ <u>40,277.52</u> PER ANNUM
	\$ <u>19.29</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Working with local library users in meeting their informational, recreational, cultural and educational needs by tracking the usage of library materials, ordering and securing needed books. Compiling library usage statistical reports and submitting the statistical report to the Main Library in Window Rock for inclusion in the monthly, quarterly and annual reports. Cataloging new library materials using the Dewey Decimal and Library of Congress Classification system using library material cataloging software, such as Bibliophile, EzCat Pro and uploading the digitized cataloging records into a library automation system. All Native American materials are cataloged using the Library of Congress Classification System. Processing newly cataloged books by affixing spine labels, book labels, barcode labels, clear plastic spine label protector, etc. Shelving books returned by library users on a daily basis and shelving new books that were added to the collection. working with the Navajo Nation government division, programs by attending necessary orientations meetings and/or trainings for new Navajo Nation employees. Navajo Nation Department of Transportation's Defensive Driving Course, Training for Navajo Nation supplemental funds.

Minimum Qualifications:

- A Bachelor's degree in Public or Business Administration or in a closely related field; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Must possess a valid State Driver's License and Navajo Nation Vehicle Operator's Permit .

(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.