

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DODE04424353

DATE POSTED: 07/25/22

POSITION NO: 211708

CLOSING DATE: 08/26/2022 by 5 PM

POSITION TITLE: Library Services Coordinator

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

WORK DAYS: Monday to Friday REGULAR FULL TIME:  GRADE/STEP: BQ64A

WORK HOURS: 8:00 AM-5:00 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 45,226.08 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 21.66 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Coordinates, and performs cohesive activities; plans and organizes provisions of services/reviews and evaluates services from staff, customers, and the public; provides customer service and responding to inquiries from the library information desk, represents proficiency to library resources, creating appropriate referrals and maintain productive and quality services; participates in planning and developing policies; communicates and monitors policies and procedures and performs daily operations; issues library membership cards, updates and maintains customer record database; knowledge of adult and children's literature, publishing trends, popular media, and collection maintenance best practices; ability to use workplace technology effectively including email, calendar, internet, databases, video conferencing, eMedia, social media and other software; ability to relate to the needs of customers of all ages and skill levels, including those without English language proficiency. Assists with Navajo Nation Library social media; updates and maintains website. Participates in meetings and activities with outside agencies and organizations by procedure, policy, and practices for digital libraries; promotes library services to local and surrounding communities by presenting at meetings, workshops, career job fairs and community events; designs, and construct library displays; collects and analyzes data for statistical reports as needed by Department of Diné Education Administration and funding agencies; prepares and submits required documents and reports by deadlines; assists in preparation and submission of grant proposals monitors expenditure of grant funds; prepares necessary financial and performance reports as required by the funding agencies. Monitors expenditure of grant funds; organizes necessary financial and performance reports required by the funding agencies. Plans and coordinates classes for assisting customers with: resumes, job search, employment interviewing skills; collaborates with Navajo Department of Workforce Development, Department for Self Reliance, Office of Special Education and Rehabilitation Services and other resources providing similar services; assists with Library Collection development, compiles reports, bibliographies and search guides; assists customers with technology issues, responsible for management of periodicals, resources, maps or other specified content; provides support for copier machine and computer use; supervises volunteers, library assistants, interns and graduate students; performs related duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Education Information Technology, Library Science, Public Administration or a closely related field; and one (1) year of progressive work experience in a library environment.

**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:**

Knowledge of library principles, practices and terminology, customer service standards and procedures, social media use and content management systems. Skill in computers and Windows operating systems, relevant database and integrated library systems. Ability to interpret and evaluate customer informational needs and to determine appropriate alternative solutions to analyze and solve problems. Plan, organize and oversee the operations of an integrated library service activity. Implement operational policies and procedures. Ability to supervise and train employees, including organizing, prioritizing and scheduling assignments, and ability to create, compose and edit written materials. Also establish and maintain effective working relationships with others.

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