



Vacancy Announcement

Department of Education – Learning Center

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ www.puebloofacoma.org

JOB TITLE: Learning Center Technician

PAY RATE: \$DOE

OPENING DATE: July 16, 2021

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under general direction of the Executive Director, administers and oversees the daily operations of the Acoma Learning Center. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Plans and administers all Learning Center services.
2. Makes recommendations on Learning Center goals, objectives, policies, and procedures; implements and communicates as approved.
3. Ensures accurate and confidential maintenance of program files in accordance with State and Federal grant regulations.
4. Represents program to the community to provide information about the program.
5. Achieves financial objectives by preparing the annual budget, inclusive of operational plans and objectives, and recommends staffing and expenditures; monitors program expenditures; institutes budget revisions as appropriate; and reviews purchase orders, requests for payment and in-kind contributions.
6. Coordinates the technology needs of the office, purchases hardware and software.
7. Selects, acquires, catalogues, classifies, circulates, and maintains library materials, furnishes references and bibliographical information, and conducts all other Learning Center activities as needed.
8. Provides leadership and management of the Learning Center Media Technology Program.
9. Reviews and evaluates orders for books, audiovisual materials, and other materials, and assists groups and individuals in locating and obtaining materials.
10. Furnishes information on Learning Center activities, facilities, rules, and services.
11. Examines and selects materials to be discarded, such as card or book catalog.
12. Describes or demonstrates procedures for searching catalog files.
13. Issues and receives materials for circulation or for use in the Learning Center.
14. Assembles and arranges display of books and other Learning Center materials.
15. Answers correspondence on special reference subjects.
16. Compiles automated list of library materials according to subject or interest.
17. Maintains professional and technical knowledge by conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional organizations; and conferring with representatives of contracting agencies and related organizations.
18. Contributes to a team effort and accomplishes related results as required.
19. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Experience:

- Two (2) years' work experience in a Learning Center or Library environment

AND

Education:

- Bachelor's Degree in Library Science

OR

- An Equivalent combination of education and experience that show the ability to perform the required job duties.
- New Mexico Librarian certification

Other:

PREFERRED QUALIFICATIONS

- Bachelor's degree in library science or related field
- four (4) plus years work experience in a library environment
- Keres speaking

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers.
- Knowledge of Pueblo's traditional form of government, culture, and traditions.
- Knowledge of the functions and structure of the Pueblo of Acoma.
- Knowledge of records management procedures.
- Knowledge of Library automation systems.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in bibliographic, technological, and cataloging techniques as used in a Library setting.
- Skill in budget preparation and administration.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in preparing reports and correspondence.
- Ability to communicate effectively in the English and the Keres languages, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict timelines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to prepare accurate, complete, and legible reports.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.

Background investigation: This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.

Health Requirement: None.

Driver Check: All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.

Drug screening: All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.

Pueblo of Acoma is a Drug Free Workplace.

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