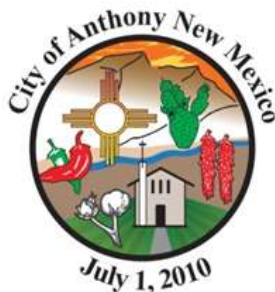


City of Anthony

New Mexico



The City of Anthony, NM is accepting applications for the following position:

LIBRARY ASSISTANT
Department: Library
Reports to: Head Librarian
FLSA: Classified Hourly
Part Time, Permanent
Hourly position, \$14.50-\$17.17 DOE

MINIMUM QUALIFICATIONS:

High School diploma or equivalent and a valid New Mexico driver's license with a clear driving record in accordance with the City of Anthony, NM policy. Must pass a thorough background check. One year of working with the public or successful completion of course work in library practices and principles or combination of experience and training.

Applicant must submit:

1. Letter of Interest
2. Resume
3. City of Anthony application: <https://www.cityofanthonymn.com/forms/>
4. Three verifiable references

A complete job description is available at City Hall – 820 HWY 478, Anthony, NM or by contacting the City at (575) 882-2983 or website www.cityofanthonymn.com

Application deadline **August 08, 2025 at 4:00 pm**. Packets may be submitted in person at City Hall, 820 Highway 478, Anthony NM 88021 or by email to jobs@cityofanthonymn.org with subject line: **LIBRARY ASSISTANT**

Posted on 07/23/2025



CITY OF ANTHONY LIBRARY ASSISTANT

JOB DESCRIPTION

Department: Library
Reports To: Head Librarian
FLSA Status: Non-Exempt
Approved Date: May 05, 2021

JOB SUMMARY:

The individual in this position performs a wide variety of general library work such as assisting patrons and attending to the daily operational needs of the department. Duties include cataloging, processing, circulating and shelving library materials as well as related duties as assigned. Position may be advertised as part-time temporary, full-time temporary, part-time permanent or full-time permanent. Part-time position may require a flexible schedule.

There is a probationary period of six (6) months from start date.

ESSENTIAL DUTIES:

An employee in this position may be called upon to do any or all of the following essential functions satisfactorily. These examples do not include all of the duties which employee maybe expected to perform.

1. Opens the Library at the start of the day.
2. Delivers service at the circulation desk.
3. Checks in and out materials using computer terminal.
4. Greets and directs and/or locates materials for patrons.
5. Registers new patrons on library computer system.
6. Delivers technical support to patrons using computer cluster.
7. Receives and resolves complaints or escalates issue to supervisor for further action.
8. Collects and records fines and fees.
9. Assists supervisors (including other departments) with special projects, maintains Library public area in clean and orderly fashion by maintaining displays, cleaning computer terminals and other general cleaning.
10. Technical processes such as:
 - Searching bibliographic database for MARC records
 - Copy cataloging
 - Data entry and maintenance of the community resources database
 - Training other part-time employees and/or volunteers on computer system



11. Facilitates weekly youth reading programs, based on NM library guidelines (http://www.nmstatelibrary.org/index.php?option=com_content).
12. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent. Possess a valid New Mexico driver's license with a clear driving record in accordance with the City of Anthony, NM policy. Must pass a thorough background check. One year of work experience dealing with the public or substituting successful completion of course work or training in office or library practices and principles for up to six months of the experience or any equivalent combination of experience and training.

SKILLS AND ABILITIES:

The requirements listed below are representative of the knowledge. Skills, abilities and minimum qualifications necessary to perform the essential functions of the position. A qualified individual with a disability must be able to perform the essential functions of the position with or without reasonable accommodation.

- Strong oral and written communication and interpersonal skills.
- Good computer skills using software such as: Microsoft Word, Excel, Power Point, Access & other software needed for Library acquisitions.
- Effective verbal, written and listening skills including the ability to prepare reports.
- Effective public relations and public speaking skills.
- Research and program development skills.
- Stress and time management skills.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to maintain standards of conduct and be respectful.
- Possess cultural awareness and sensitivity.
- Demonstrate a dedication to the position and the community.
- Demonstrate sound work ethic.
- Ability to effectively communicate information and respond to questions from the general public. Fluency in the English and Spanish language preferred.
- Ability to adapt to changes in the work environment. Manage competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays or unexpected events.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. A qualified individual with a disability must be able to perform the essential functions of the job with or without reasonable accommodation.

Work is performed primarily in a library environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. The employee will work in an environment that is usually quiet while in the office. Physical exertion may be required to lift office supplies and library materials from overhead and from the floor. Sufficient vision or other powers of observation are essential for employee to adjust focus, read, sort and shelve library materials as well as maintain patron and cataloging records.

Employee is expected to dress professionally while on duty and at all city functions as per the City of Anthony employee handbook.

While performing the duties of this job, the employee is frequently required to work effectively using a personal computer for long periods of time. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to stand, walk and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 10 pounds.

Accepted this _____ day of _____, 20____, by:

Employee Printed Name: _____

Employee Signature: _____

Supervisor: _____