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Governor



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Lt. Governor

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**INTERNAL/EXTERNAL  
JOB ANNOUNCEMENT  
ED-2025-11**

**POSITION TITLE:** Library Coordinator  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Regular Full-Time  
**DEPARTMENT:** Education  
**REPORT TO:** Education Director  
**BACKGROUND LEVEL:** Child Care  
**PAY RANGE:** \$14.00 - \$18.00/hrly DOE  
**RE-POST DATE:** June 18, 2025

**Position Summary:**

The incumbent will play a key role within the Department of Education team. The incumbent will ensure library resources are available and discoverable for all patrons which include students, community members and the public. The incumbent will perform a range of complex and specialized library tasks requiring a high-level of professional expertise, excellent attention to detail, strong communication skills and the desire to work behind the scenes to enhance the academic success of our tribal students. The incumbent will also assist and coordinate community programs and events to increase awareness of all department of education services.

**Minimum Qualifications:**

- High School Diploma or GED.
- Basic IT and computer skills.
- Must be able to work various schedules and extended work hours.
- This position requires a pre-employment drug screening and criminal background investigation that includes tribal, state, and federal inquiries.
- Certified in First Aid & CPR or become certified within 60days of employment.

**Preferred Qualifications:**

- A minimum of one year working in a public or tribal library.

**Essential Duties & Responsibilities:**

- Provide customer service to all library patrons by providing a great experience.
- Keeping up to date with newly released publications and media.
- Organizing all resources so they are fully accessible to patrons.
- Further develop/implement Library Check In/Out system, library card program, and catalog books and other media, using our library book system.
- Assist patrons with checking in and out materials, monitoring computer usage, assisting with tutoring services and with any additional needs.
- Anticipate community needs and trends to ensure library services are used as much as possible.
- Assists with the development, expansion, promoting and implementation of various library services established through various grants, contracts, and other agents.
- Oversee all program activities and services to ensure compliance with grant regulations, while preparing a long-range plan with applicable policies and procedures.
- Assist in the preparation of budget proposals, presentation, and justification and monitoring expenditures.
- Assist in library reorganization of materials, books, media, and equipment to provide a safe and functional space for all library patrons.
- Completes monthly and/or annual reports of all services provided.
- Conducts research and assists in securing additional funding for continuation and expansion of services.
- Collaborates with other tribal libraries to expand services for library patrons.
- Creates and maintains a consistent means for ongoing communication with all supporting entities (email, fax, phone).
- Crates and distributes programmatic brochures, flyer, newsletters, and/or other announcements to promote services, activities, and events.
- Assists in planning, organization and implementation of an after-school, summer and/or language program for school-age children.
- Supports the afterschool and summer language programs, and assisting the coordinator during classes, activities, and field trips.
- Works with other department staff to provide services to the K-12 students; tutoring, mentoring, etc.
- Collaborates with other tribal programs to plan and execute events/activities for children and families of the community.
- Assists and supports with any capital outlay and major infrastructure projects that the library has received funding for.

- Performs general housekeeping duties.
- Performs other duties as required.

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of traditional form of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of Cochiti Pueblo.
- Knowledge of records management procedures and basic accounting procedures.
- Knowledge of library automation systems.
- Knowledge of Academic English inclusive of proper grammar and vocabulary.
- Knowledge of one-on-one and/or group facilitation of meetings, tutoring, trainings, etc.
- Ability to represent Pueblo de Cochiti in a professional manner.
- Ability to understand organizational structure, functions, policies and procedures including the chain of command for program effectiveness.
- Ability to demonstrate moral character, honesty, tact, and fairness.
- Ability to maintain a high level of confidentiality (Privacy Laws, FERPA, and other rules/regulations).
- Ability to work independently and/or part of a team, problem-solve, and make appropriate decisions.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to multi-task and meet deadlines.
- Ability to understand and use effective oral and written communication, including but not limited to public speaking.
- Ability to interact and maintain a positive working relationship with stakeholders, services providers, and other individuals of various social and cultural backgrounds in and outside of this community.
- Ability to obtain a Food Handlers Certification.
- Ability to work in the outdoor in extreme weather conditions when necessary.
- Skills in operating Microsoft Office and other database systems.
- Skills in researching, bibliographic, technological, and cataloging techniques as used in the library setting.
- Willingness and capacity to learn new skills.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to stand; sit; use hands and fingers, handle, or feel; and talk or hear. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds.

**Work Environment:**

Work is generally performed in a library setting with moderate noise level. There is frequent interaction with children, parents, community members, the public and employee. May be required to work outdoors with moderate noise level. Travel is required for meetings, trainings, conferences, and other events. Evening and/or weekend work may be required.

**CLOSING DATE: July 2, 2025**

**TO APPLY:**

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: [marsha.chavez@cochiti.org](mailto:marsha.chavez@cochiti.org) or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. For other job inquiries, contact (505) 584-3564.

*It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members*