Paul Herrera, Sr.
Lt. Governor

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cochiti.org

INTERNAL/EXTERNAL
JOB ANNOUNCEMENT
ED-068-2026

POSITION TITLE:	Library Coordinator
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Regular Full-time
DEPARTMENT:	Education
REPORTS TO:	Education Director
BACKGROUND LEVEL:	Child Care/Elder
PAY RANGE:	$18.00 - $20.00/hourly DOE
OPENING DATE:	November 4, 2026

Position Summary:. The incumbent will ensure library resources are accessible and discoverable to all patrons, including students, community members, and the public. This position requires professional expertise to perform complex library tasks with attention to detail and strong communications skills. The incumbent will also coordinate community programs and events to promote education department services and support the academic success of tribal students.

Minimum Qualifications:

- High School Diploma or GED.
- Basic IT and computer skills.
- 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:

- Deliver excellent customer service to all library patrons.
- Keeping up to date with newly released publications and media.
- Organize resources to ensure full accessibility for patrons.

- Enhance and implement the library check-in/check-out system, library card program, and cataloging of books and media using the library management system.
- Assist patrons with material check-in and check-out, monitor computer usage, support tutoring services, and address additional needs.
- Anticipate community needs and trends to maximize library service utilization.
- Support the development, expansion, promotion, and implementation of library services funded by grants, contracts, and other sources.
- Oversee program activities and services.
- Assist with budget proposal preparation.
- Support the reorganization of materials, books, media, and equipment to maintain a safe and functional library environment.
- Complete monthly, quarterly, and annual reports on all services provided.
- Collaborate with other tribal libraries to expand patron services.
- Establish and maintain consistent communication with all supporting entities.
- Create and distribute brochures, flyers, newsletters, and announcements to promote services, activities, and events.
- Assist with planning, organizing, and implementing after-school, summer, and language programs for school-age children.
- Support after school and summer language programs, and assist the coordinator during classes, activities, and field trips.
- Work with department staff to provide services such as tutoring and mentoring to K-12 students.
- Collaborate with other tribal programs to plan and execute events and activities for children and families in the community.
- Perform general housekeeping duties.
- Perform other duties as required.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of traditional government structures and Pueblo customs.
- Knowledge of Cochiti Pueblo's functions and organizational structure.
- Knowledge of records management and basic accounting procedures.
- Knowledge of library automation systems.
- Knowledge of Academic English, including proper grammar and vocabulary.
- Knowledge of facilitating meetings, tutoring, and training in individual or group settings.
- Ability to represent Pueblo de Cochiti professionally.
- Ability to understand organizational structure, policies, and chain of command to support program effectiveness.

- Ability to demonstrate integrity, honesty, tact, and fairness.
- Ability to maintain strict confidentiality in compliance with Privacy Laws, FERPA, and related regulations.
- Ability to work independently or as part of a team, solve problems, make decisions, and analyze data to draw valid conclusions.
- Ability to multitask and meet deadlines.
- Ability to communicate effectively in both oral and written forms, including public speaking.
- Ability to build positive working relationships with stakeholders, service providers, and individuals from diverse backgrounds within and outside the community.
- Ability to 1obtain Food Handlers Certification.
- Ability to work outdoors in extreme weather conditions when necessary.
- Proficient in Microsoft Office and other database systems.
- Skilled in research, bibliographic, technological, and cataloging techniques in a library setting.
- Willingness and ability to learn new skills.

CLOSING DATE: November 18, 2026

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at 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.

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