



**INTERNAL &  
EXTERNAL**

---

## **JOB POSTING**

### **COMPUTER SPECIALIST; DIGITAL RESOURCES PROMOTION PART-TIME REGULAR**

---

**Title:** Computer Specialist – Library;  
Digital Resources Promotion

**HOURLY WAGE:** \$14.55

**FLSA:** Non-Exempt

**Department:** Belen Public Library/Belen Harvey House Museum

**BARGAINING:** None

**Supervision Received:** Library Director

**Revised:** 9/01/2020

**Supervision Exercised:** None

#### **GENERAL PURPOSE:**

The trend in libraries is toward increased digital and electronic resources, and to help patrons develop their computer skills to keep up with the demands of a digital world. The purpose of the Computer Lab Coordinator is to develop and provide computer skills workshops for the public, staff and city employees via the library's Computer Learning Lab and, where possible, via online classes and training; assist library patrons with non-technical issues at the library's public computers and, where possible, with online or email assistance; assist the director and staff in developing and promoting the library's electronic resources; and assist with library programs that promote economic development, career enhancement, skills development and job search.

#### **ESSENTIAL DUTIES:**

- Develop and conduct a variety of basic computer skills classes for the public, staff, city employees, and local businesses or non-profits, either in-person or online.
- Provide non-technical assistance to library patrons using public computers or with computer questions in-person or by email.
- Promote the library's wide variety of electronic resources to the public, government and business with informational fliers, social media and website posts, and online materials such as YouTube videos.
- Specifically promote the library's variety of employment resources from job search to career planning to skills development via the means noted above, with special emphasis on the unemployed and veterans.
- Specifically promote the library's variety of educational resources which include resources for K-12, college, adult, trades and professional, via the means noted above and in cooperation with the schools.
- Work with the director to promote resources for the city and local business goals for economic development.
- Perform other duties as assigned and participate in cross-training to perform other functions in the library.
- Follow the policies and procedures as set forth by the City of Belen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**QUALIFICATIONS:**

- Working knowledge of computing devices including tablets and smartphones, word processing, spreadsheets, presentation software, databases, general computer software, operating systems, applications and processes, and of the Internet, including effective use of email and search engines, evaluating websites and online safety.
- Excellent oral and written communication skills, tutoring skills and listening skills.
- Enthusiasm and patience in working with workshop participants and computer users of all ages and skill levels.
- Able to develop proficiency with Library computer platforms and programs, and with Social Media.
- Comfortable with fast-paced multi-tasking.
- Able to work well with diverse populations.
- Able to organize and perform work functions independently and to complete daily activities with minimal supervision.
- Work experience in a setting with significant computer use is desired.
- Must successfully pass a drug test and background check.
- Possess a valid New Mexico driver's license.

**EQUIPMENT USED:**

Knowledge to include use of common office equipment, such as typewriter, computer, calculator, copier, fax, and phone.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands or fingers, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to push, pull, stoop, kneel, or crouch. Position requires frequent sitting directed vision at computer screen. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Applications and job description available at Belen City Hall, 100 South Main, and on the city's web site. <http://www.belen-nm.gov/>. Please call the Human Resources Department at 505-966-2742 for more information.

**APPLICATIONS WILL ONLY BE ACCEPTED THRU FRIDAY, December 3, 2021**

The City of Belen is an Equal Employment Opportunity Employer and a Drug Free Workplace Employer. All final candidates are subject to a pre-employment drug test, and employment background check.

The City of Belen is an Equal Employment Opportunity and a Drug Free Workplace Employer.