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## **NATIVE AMERICAN RIGHTS FUND**

**1506 BROADWAY, BOULDER, CO 80302**

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### **VACANCY ANNOUNCEMENT**

**TITLE OF POSITION:** Technical Services Librarian  
**REPORTS TO:** National Indian Law Library Director  
**FLSA STATUS:** Exempt (full-time)  
**CLOSING DATE:** Open until filled  
**LOCATION:** Boulder, Colorado

**SUMMARY:** The Technical Services Librarian is responsible for providing general library and technical services functions that support the mission of the National Indian Law Library (NILL), which supports the legal work of the Native American Rights Fund (NARF) and the Indian law information needs of the general public.

#### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Oversees and implements the library's integrated library system.
- Performs original and copy cataloging of new materials (including electronic resources); checks library catalog for cataloging errors and performs retrospective cataloging; manages development of the unique NILL thesaurus and name authorities for the NILL collection.
- Performs independent research, exercises judgment, and executes technical tasks required to publish the Indian Law Bulletins on the NILL website and via email.
- Processes library materials, including creating and applying library labels, stamps and creating NILL folders; maintains library collection by shelving books and other documents, and filing pocket parts, supplements and loose-leaf sets.
- Responds to general information requests and assists in locating books and publications and refers more complex questions as appropriate; retrieves and returns articles, books and other documents to local university library or public library as necessary.
- Plans, coordinates, and oversees specialized stack maintenance projects such as shelf reading, inventory, and shifting projects to lessen overcrowding in stacks.
- Assists with the development and maintenance of technical policies and operating procedures for the library.

- Maintains a national network of peer contacts through membership in professional associations and attendance at professional conferences.
- Performs other duties as assigned by the Library Director.

**SUPERVISORY DUTIES:** Primary and shared responsibility for volunteers, interns and work-study students.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- MLS/MLIS (or equivalent) from an ALA-accredited institution.
- Experience cataloging a variety of bibliographic and physical formats in an integrated library system (Softlink Liberty preferred). Experience in a law library is preferred.
- Experience or substantial education regarding LCSH and LCC systems, RDA standards, MARC format, and standard cataloging practices.
- Experience or substantial education with name, subject, and series authority control.
- Proficient in Microsoft Office and other common computer applications; ability to quickly evaluate and learn and apply new software applications. Knowledge of Worldox or another document management system a plus.
- Excellent oral and written communication skills, unflagging attention to detail, strong problem-solving skills, and ability to coordinate complex activities and projects.
- Demonstrated ability to work both independently and collaboratively in a fast-paced environment.
- Ability to lift up to 30 lbs. Documents are often stored in boxes that may need to be moved to another location.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED:**

- Knowledge of Indian law and Indian law resources.
- Knowledge of digital publishing, digitization, and website content editing.
- Knowledge of copyright laws and copyright as it applies to libraries.

*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential functions, responsibilities, or requirements.*

**SALARY AND BENEFITS:** Salary range is \$71,000 to \$106,300 annually. Actual salary will depend on years of experience and qualifications. Generous benefits package includes vacation leave, health, dental and vision insurance, and paid time off including sick leave and medical/disability leave. Additionally, there is an employer contribution to employee 401K plan, employer paid group life insurance, accident insurance, and short-term and long-term disability insurance.

**APPLICATION PROCEDURE:** Submit via email a cover letter, complete resume, and three

references to:

Sarah Palacios  
Director of Human Resources and Office Administration  
Native American Rights Fund  
[Palacios@narf.org](mailto:Palacios@narf.org)

Applications will be considered on a rolling basis, beginning November 1, 2022