

Library Director, Menaul Historical Library of the Southwest, Albuquerque, NM

Opening Date: January 27, 2025

Closing Date: Until filled

The Menaul Historical Library of the Southwest, located in Albuquerque, New Mexico, is seeking a Library Director. This is a full-time position reporting to an Advisory Board and will manage a team of volunteers.

The Menaul Historical Library of the Southwest, founded in 1974, is a nonprofit historical library and archive dedicated to preserving early Presbyterian influence and the cultural heritage of the four corners states.

Salary range \$ 40,000 - \$ 44,000, plus benefits.

Send resume and cover letter to Lillian R. Estrada, Chair of the Advisory Board, at [estradaranch@plateautel.net](mailto:estradaranch@plateautel.net).

**Duties:**

- Oversees daily operations. Tasks include accessioning, arranging, digitizing, describing, and re-housing current and new items of collections, as well as implementing basic preservation methods and collection development, and provide reference services.
- Manages staff development at the library by recruiting volunteers and by supervising and training, and assigns work and projects and evaluates performance.
- Creates library programs, events and activities that promote the library and its resources.
- Trains staff to instruct the public in the use of print and electronic media.
- Designs and implements operating procedures for levels of library administration.
- Develops and enhances the library's collection of materials.
- Evaluates materials using standard professional reviewing tools and allocates funds to meet collection development goals.
- Provides cataloging and classification of library materials in accordance with contemporary bibliographic standards and practice.
- Designs, implements, and periodically evaluates the library's computer systems to support operations.
- Monitors the maintenance of the library building and grounds to ensure clean and safe conditions.
- Evaluates supply and equipment needs and makes purchases as needed within budgetary constraints.
- Proposes, along with the Finance Committee, an annual budget to the Advisory Board.
- Maintains accurate financial records and manages funds appropriately.
- Monitors and evaluates grant opportunities and submits funding proposals as appropriate.
- Prepares reports detailing library activities and issues to present to the Advisory Board.
- Develops and recommends library policies for approval by the Advisory Board.
- Implements and periodically reviews policies adopted by the Advisory Board.
- Prepares public relations and informational press releases, posters, newsletters, and brochures.
- Maintains and updates, in a timely manner, the library's website and social media presence.

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. This position description does not constitute an employment agreement between employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Preferred Qualifications:**

- Graduation from a college or university preferably with a Master's Degree in library or archive science, or an equivalent combination of education and a minimum of five years of experience.
- Experience in the operation of a library including administration, collection development, technology management, and the development of programs and activities.
- Computer proficiency for record keeping, communication, and internet use.
- Knowledge of standard computer programs such as Windows, Google Suite, Adobe Acrobat and Microsoft Office.
- Maintains the PastPerfect database.
- Knowledge of standard cataloging and classification practice.
- Experience in all aspects of the budgeting process including preparation, implementation, and record maintenance.
- Ability to maintain collaborative working relationships with the Advisory Board and the Menaul School Board of Trustees, volunteers, community organizations and general public.

Contact Name: Lillian R. Estrada

Contact email: [estradaranch@plateautel.net](mailto:estradaranch@plateautel.net)