

**Mi'kmaq Nation**  
**POSITION DESCRIPTION**



**JOB TITLE: Library & Media Specialist**  
**CLASSIFICATION: Hourly/Non-Exempt**  
**IMMEDIATE SUPERVISOR: Education Director**  
**STATUS: PART-TIME** up to 29 hours a week  
**SALARY RANGE: 20 to 22 per hour**

**NOTE:** The following includes data on essential job functions, as well as physical, mental, academic, and experiential requirements for the job defined herein. The description serves interviewers, applicants, directors, and incumbents as a reference tool for determining whether applicant or employee qualifications are sufficient to perform the tasks and assume the responsibility described herein. Please be aware that some aspects of this portion may change over time in response to the evolving needs of the Mi'kmaq Nation (MN). These changes, however, may not be immediately recorded in this document.

**JOB GOAL:** The Library and Media Specialist works in direct partnership with the Education Director to oversee the delivery of a structured and functional community library for the Mi'kmaq community, including supervision of program staff and other related administrative duties, emphasizing Native American cultures and traditions.

**EDUCATION AND EXPERIENCE:**

High school diploma, GED, or equivalent. Experience in a library setting, including educational programming, database, media, and staff management.

**LICENSES OR CERTIFICATIONS:**

None

**SKILLS/KNOWLEDGE/ABILITIES REQUIRED**

Excellent written and oral communication skills with the ability to work with people of all ages and skill levels. Strong organizational skills and ability to prioritize workload to meet deadlines. Knowledge and/or experience working with Native American culture is strongly recommended.

**WORKING CONDITIONS:**

Work is performed in an office, library, or community-type setting and may include educational institutions and other tribal property settings, including tribal community buildings.

**FUNCTIONS/TASKS:**

- Ability to read, reason, and understand grant goals, policies, procedures, and related information and to follow verbal and/or demonstrated instructions.
- Physical ability to perform all upper and lower body functions, including reaching, lifting, keyboard in g, writing, sitting, speaking, dialing, driving, and hand-eye coordination.
- Ability to concentrate on details with distractions and meet deadlines.
- Ability to utilize library resources and instruct community members on using electronic devices.
- Serve as a member of the Education Department team.
- Provide program coordination for the Institute of Museum and Library Services basic and enhancement grants.
- Provide management assistance to the Education Director.
- Perform tasks pertaining to program management, enrollment, and participation.

- Act as a culturally responsive liaison between community agencies and the Tribal community.
- Assist Tribal community with academic, vocational, and in-type personal success, encouraging engagement with physical and electronic library resources.
- Work with staff, caregivers, Tribal departments, and community supports to support individual, academic, and/or vocational programs.
- Connect community members with Tribal resources designed to support and enhance academic, vocational, and interpersonal success.
- Coordinate library staff scheduling and hours of operation.
- Perform other such duties as required by the Education Director.

**NOTICE:** This position in no way states or implies that the responsibilities and tasks are the only responsibilities and tasks to be performed by the employee occupying this position. They will be required to follow any other instructions and to perform any other job-related duties as required by their immediate supervisor.

Requirements stated herein are minimum levels of knowledge, skills, and/or abilities to qualify for this position. To perform the duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each task proficiently. “Ability” means to possess and apply both knowledge and skill.

All employment decisions, including promotions, transfers and others, are based on meeting all requirements herein, and on Tribal need, the employee’s being in good standing (including lack of disciplinary actions), meeting all applicable performance standards and other non-discriminatory criteria. The methods of fulfilling requirements are subject to possible modification to reasonably accommodate qualified individuals who pose a direct threat of significant to health and safety of themselves or others.

**The Mi’kmaq Nation practices Native Preference to qualified Native Americans in accordance with 25 USC 472, 472 (a) and P.L. 93-638 and is an Equal Opportunity and Service Provider.**