

**Joseph G. Valdez, B.A., M.L.I.S.**

8 Azucena Lane  
Edgewood, New Mexico 87015  
505-363-8320/505-281-3872  
[jgvaldez1@gmail.com](mailto:jgvaldez1@gmail.com)

**Education:**

- University of Arizona –School of Information Resources and Library Science (Tucson, Arizona) **M.L.I.S (M.A. Library and Information Science).**
- University of New Mexico (Albuquerque, New Mexico) B.A. 1994, Political Science and Spanish (dual major).

**Professional Interests, Goals and Achievements:**

- Research management, professional library services, academics.
- Educational administration, higher education, government information services.
- Public relations, program management, civil service, public advocacy.
- Teaching, educational outreach services, cultural and religious studies.
- Diversity and inclusion programs and initiatives, recruitment and retention.
- Diplomatic service, cross cultural initiatives and programs. Information dissemination and marketing.

**Employment Experience:**

- **State of New Mexico, Department of Transportation (Albuquerque, New Mexico) 11/2013 – current.** Librarian-Advanced.

Organize and develop the NMDOT Research Library. Promote research and writing. Plan and direct specialized transportation related projects, and provide professional research and reference services to department employees as well as external customers. Establish and maintain an online catalog of library holdings and instruct users in the use of catalog services. Participate in national/federal Pooled-Fund projects. Manage Interlibrary Loan and Document Delivery services. Provide literature searches and screen project proposals. Analyze and disseminate information on a wide variety of transportation topics. Educate library users on a wide variety of transportation topics. Represent the library, research bureau, department, and state at national conferences.

Ensure quality control of reports by editing for style, grammar, punctuation, and spelling as well as enforcement of the Style Manual requirements as documented in the NMDOT's Research Bureau Instruction Manual. Work with academic partner research libraries i.e. local and national university libraries. Work with regional and national TKN's (Transportation Knowledge Networks). Participate as a professional member in local and national Library Associations. Disseminate reports to appropriate personnel at FHWA, USDOT, other federal and state transportation libraries and the Library of Congress. Customer base includes federal agencies, local and national tribal governments, all other US state departments of transportation, and other national and international transportation institutions or entities.

- **Southwest University of Visual Arts-SUVA (Tucson, AZ/Albuquerque, NM) 12/2012-12/2013** University Librarian (Interim Assignment).

Manage campus libraries in New Mexico and Arizona on an interim assignment. Contract employee of university for 3 months to 1 year. Directed library services for this nationally recognized private art university offering undergraduate and graduate degrees in all area of professional art. Managed all aspects of library services, bibliographic instruction, library student employee supervision, collection development, outreach services, consortium services etc. Library instruction in research and writing for both undergraduate and graduate programs.

- **New Mexico Highlands University (Albuquerque, New Mexico) 05/2011-05/2012.** Librarian-Head of External Programs Division and Interlibrary Loan Department

Manage branch library and all state wide external sites and centers. Oversee reference, circulation, collection development, and instructional services to all external sites and centers. Provide professional academic library services in support of courses and programs offered away from the main campus. Oversee ILL department and supervise ILL staff. Hire, train, and supervise library graduate assistants. Travel routinely to all state wide sites and centers to assure library service needs are being met. Teach, lecture, and provide general instruction in areas of general library orientation as well as advanced research and writing for undergraduate and graduate students. Work with faculty across all disciplines in providing instruction and with collection development. Participate in the selection and evaluation of electronic reference resources and in the planning of technology in support of academic library services. Oversee electronic reserves and document delivery services for all external programs. Assure that extended and distance learning library programs meet or exceed national and regional accreditation standards. Assist with general university accreditation processes. Read job related information and research concerning aspects of library development. Provide leadership in establishing goals, objectives, priorities, and performance standards. Explore, evaluate, plan and implement new services and technologies.

- **Santa Fe Community College (Santa Fe, New Mexico) 10/2008-05/2011.**  
Librarian-Head of Reference and Instruction

Primary duties include general oversight and management of research and reference services, budget management, program management, collection development, collection analysis and maintenance, de-selection processes, bibliographic instruction, general information literacy, Interlibrary Loan Program, library liaison for School of Education, Liberal Arts, and Core Studies programs, full participation in Outreach Services (faculty, staff, and students), donations, acquisitions (including all library ordering and budget planning for collection development expenditures). Participate as professional staff member in areas of technical and public services, library expenditures, work with other college directors and program managers as necessary to assure that assigned duties are complimenting the needs of the college and students while fulfilling the larger mission of the library in areas of policies, procedures, and college regulations. Additional duties include supervision of student employees and management of library services during evening hours when no other staff or librarians are present to assist.

- **University of Arizona (Tucson, Arizona) 08/2006- 08/2007.**  
Research Assistant-Librarian, Federal Depository-Main Library.

Assigned to multiple projects that supported the agenda of the Government Documents Librarian and the selective depository program. Assignments included research project management, maintenance of the electronic federal depository collection, federal research project support, initial processing of monthly federal depository acquisitions and general maintenance of the federal depository collection. Capstone project involved a major de-selection of the government collection and the processing of deleted items per the requirements and processes of the Federal Depository Library Program (FDLP). Duties included maintenance, research and development of online depository and general oversight of federal collection.

- **Center for English as a Second Language (CESL)-University of Arizona (Tucson, Arizona) 01/2007-06/2007.** Librarian-Intern, Department Library.

Cataloged the libraries ESL collection from a manual Dewey Decimal system, to a Library of Congress (LC) system. Primary duties included cataloging, Research and Reference Services, research project management, and outreach services. Position required excellent skill in assisting a very diverse academic population. Most of the technical services work was done as copy cataloging, primarily using Worldcat and Library of Congress.

- **Central New Mexico Community College (Albuquerque, New Mexico) 11/2003-06/2008.**  
Reference Librarian (2007). CNM Montoya Campus Library.

Worked as full time employee in the reference services department. Tasks included regular rotation at reference desk and full participation in the library instruction program. Worked with faculty in coordinating library instruction, research and reference services, and other library service. Supervised 12-15 student employees each semester. Compiled and processed library user statistics. Represented the college, the library, and the Deans office in special events such as freshman orientation, annual college United Way Fund drive and other volunteer public events. Participated as a full time member of the collection development team for both campus libraries. Worked as the reference department specialist and serials technician at main campus library. Assigned first position as Outreach Librarian, establishing and overseeing new branch libraries for the college.

- **New Mexico State Library (Santa Fe, New Mexico) 03/2002-11/2003.**  
Library Technician, State Documents Division.

Worked as library technician in the government documents division. Supported the duties and projects of the state documents librarian. Daily duties included general collection maintenance, shelving, book repair, and claiming and collection of state documents from all state departments. Position required extensive communication and correspondence with all state agencies and many federal agencies. Position required planning and support of many state library programs and outreach projects. Among other duties, I assisted in planning and presentation of numerous state wide programs and supported and assisted the state librarian when necessary.

### **Other Management Experience:**

- **Double D Construction & Development LLC (Santa Fe, New Mexico) 03/1998-11/2003.**  
Project Manager, Sales Manager.

Residential/Commercial construction, sales and design.

Managed the daily duties of field operations which included all construction sites. Supervised two foremen and a construction crew of about 20 employees. Attended client meetings in areas of funding, new sales, and company investment projects. Processed weekly payroll in addition to taking care of all HR issues with employees. Was in charge of meeting with clients for project progress and update reports. Reported to company owner/general contractor on all activities and business, on a daily basis.

- **State of New Mexico (Santa Fe, New Mexico). 01/1996-02/1998.**  
Planner, Office of Cabinet Secretary/Office of State Motor Vehicle Division Director.  
Taxation and Revenue Department.

Worked as an Executive Assistant to the Cabinet Secretary of Taxation and Revenue as well as the Supervising Planner to the Director of the Motor Vehicles Division. Among various planning duties, I was charged with overseeing state wide projects such as the EDL (enhanced drivers license) program and other new programs that were essential to the department at the time. I was assigned to support the duties of the Governors' CIO (Chief Information Officer) which required me to spend substantial time traveling out of state and working in the state capitol building. In support of the Cabinet Secretary, I worked as a transitional liaison for the new Motor Vehicle Division administration and was assigned to other Taxation and Revenue divisions to support the larger needs of the department. I performed other public relations duties as assigned which included constituent services, project management, and community information and outreach services.

- **The Santa Fe Opera (Santa Fe, New Mexico). 06/1978-08/2003.**

Special Events Supervisor- Concessions Manager. International Opera Company.

Worked for many years in this world famous opera company, where I held multiple positions. In the early years, positions held included valet parking, VIP transportation services, and theater operations. All of these positions required excellent customer service skills and required attention to details such as personal appearance and public presentation. The majority of my time at the Santa Fe Opera was spent as a Bar Manager and Special Events Supervisor. Duties included participation in planning and logistics of special fund raising events which included VIP, Benefactor, general public, and numerous secure events that were part of the on going national and international development projects. Managed a team of approximately 20 professional bartenders where we provided service to a nightly audience of approximately 2200 opera patrons, in addition to the special events that took place before and after the opera performance. Worked in co-management efforts with company caterers and partner hotels. Position required a professional commitment to superior customer service and public relations and involved diplomatic skill in working with patrons and benefactors from across the globe.

\*\*\*

In addition to my academic and professional career, I have multiple years experience working for major hotel corporations such as Marriott, Hilton, Clarion, Radisson, and others. Gained valuable experience as a supervisor and manager in guest services and special event planning. Worked and trained in executive service and management as well as corporate training programs. My many years of experience in luxury hotels offered a great foundation for public relations and public service, as well as higher education and government services.

**Professional Activity and Assignments:**

- Chairman - Presidents Diversity Advisory Committee (PDAC), SFCC.

- Chair - Technology Use Policy Committee, SFCC
- Member – Human Resources, Diversity and Inclusion Studies Committee, CNM, SFCC
- Chair - Windows on the World (WOW!) Diversity Initiative Committee, SFCC
- Member - Staff Senate, CNM, SFCC.
- Chair - Library Research and Scholarly Publications Committee, CNM.
- Member - Human Resources Committee on Diversity, CNM.
- Member - United Way Committee of CNM.
- Member- Commencement Planning Committee, NMHU.
- Member - Faculty Senate. NMHU.
- Academic Book Reviewer for national REFORMA, (American Library Association).

### **Honors and Awards:**

- IRDW National Diversity Scholar, Association of Research Libraries (ARL), Washington, D.C., 2006-2008.
- Knowledge River Scholar-University of Arizona (SIRLS), Tucson, AZ, 2006-2007.
- Research Scholar-University of Arizona, Tucson, AZ, 2005.
- Central New Mexico Community College- Outstanding Employee of the Year.

### **Affiliations:**

- American Library Association (ALA), professional member.
- Special Library Association (SLA), professional member.
- Special Library Association-Rio Grande (SLA New Mexico) Membership Chairman
- Arizona Library Association (AZLA)
- Association of Christian Librarians (ACL)
- New Mexico Library Association (NMLA)
- REFORMA-ALA (National Association to promote Library Services to the Spanish Speaking)
- SLA-Rio Grande (Special Library Association, New Mexico Chapter)
- ACRL (Association of College and Research Libraries) professional member.