



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Library Media Technician II

Established date: 7/1/2015

Revision date: 11/17/2015

#### **GENERAL PURPOSE**

Under general supervision, oversees and coordinates library operations and activities at one or more school sites; provides technical library services relating to the acquisition, circulation, distribution, and recovery of books and other instructional materials; facilitates computer access of text books, research materials, and instructional materials for students and teachers; processes and shelves books and instructional materials; provides backup to other school administrative support staff; may provide logistical support for meetings and school events; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

A Library Media Technician performs paraprofessional library duties assisting students and teachers in the access of educational materials through the acquisition, circulation, distribution, and recovery of a wide variety of books and instructional materials and through online resources. Assigned work requires the use of judgment in selecting appropriate materials, identifying and responding to staff, student and parent concerns and issues regarding library services, and solving routine to non-routine problems based on knowledge gained through experience.

Library Media Technician II is distinguished from School Office Manager in that an incumbent in the latter class performs more advanced administrative support work and provides work guidance to clerical and technical support staff. It is further distinguished from the Educational Support Assistant II assigned to the library programs in that the incumbent in the latter class has District-wide training and support responsibilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below 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 this class.

1. Checks books and instructional materials in/out to students and staff; coordinates, monitors, and participates in shelving and reshelving of books and materials; oversees maintenance of and maintains and organizes library shelves; follows-up on overdue or lost books and materials and ensures appropriate corrective action is taken; performs minor repairs on books and materials as needed.
2. With faculty assistance, selects, and orders text books, library books, and other instructional materials according to established procedures; researches e-books and other digital formats and makes recommendations on book formats for purchase; submits purchase orders to the District and confirms book, magazine, and online subscription orders; receives and inspects new library materials; reconciles shipments to purchase orders.
3. Schedules and coordinates use of the library for class groups; demonstrates and assists students in the use of library resources to locate, research, and select materials including accessing online educational materials and performing online research; may maintain records for Accelerated Reader program and other reading incentive programs for the purpose of encouraging students to enjoy reading and to participate in program; presents and assist others to develop and present multimedia presentations.
4. Inputs, maintains, and revises electronic online catalog; assists in the management and integrity of local area network (LAN) complex computer programs; perform basic updates to computer software;

maintains school website; oversees maintenance and usage of library, computer, audio visual, and technological equipment.

5. Operates and performs minor maintenance and repairs to standard library and school office equipment, including computers, video machines, copiers, printers, and/or laminators; copies, sorts, and collates various documents and materials, including duplication orders for faculty; submits work orders for facilities maintenance and repair.
6. Assists in school administrative support functions including support to students, parents, other staff and the public over the phone or at a public counter and routine clerical support and recordkeeping.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Terminology and practices related to technical and clerical work in a school library.
2. Public desk etiquette and customer service practices.
3. Operation of library equipment, library information systems, and support tools, including personal computers, copiers, and fax machines.
4. Computerized library circulation system and online reference sources.
5. Mending, binding, and preservation techniques for library materials.
6. Basic practices and procedures of collection management.
7. Methods and techniques utilized in reference research to locate specific topics in a wide variety of subject areas.
8. Classification methods in preparing library materials for organized storage and retrieval.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
10. Records management, recordkeeping, filing, and basic purchasing practices and procedures.
11. District rules, policies, and procedures applicable to purchasing and expense reporting.
12. Uses and operations of computers, standard business software, and specialized database and spreadsheet applications.

#### **Ability to:**

1. Understand, interpret, explain, and apply library rules, regulations, and policies.
2. Access and assist students and staff to access a wide variety of materials through online sources to assist educational programs and multimedia presentations.
3. Perform routine reference searches using available reference tools.
4. Troubleshoot basic hardware issues and support classroom labs.
5. Process and shelve library materials.
6. Prepare and maintain basic financial and statistical records accurately.
7. Operate a computer, standard business software, and a variety of computer software programs and databases related to area of assignment.
8. Reach sound decisions in accordance with District and school policies and procedures.
9. Prepare clear and accurate reports, documents, data entries, and files.
10. Maintain confidential information.
11. Communicate effectively, both orally and in writing.
12. Understand and follow written and oral instructions.
13. Establish and maintain effective working relationships with administrators, staff, students, parents, the public, and all those encountered in the course of work.

#### **Education, Training and Experience:**

A typical way of obtaining the knowledges, skills, and abilities outlined above is:

Graduation from an accredited two-year college with an Associate of Arts degree including six units of Library Science; and at least one year of experience performing paraprofessional duties in a library; or an equivalent combination of training and experience. Experience in a school district is preferred.

#### **Licenses; Certificates; Special Requirements**

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record, and fingerprinting is required.

### **PHYSICAL AND MENTAL DEMANDS**

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

#### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk, and stand; talk and hear; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

### **WORK ENVIRONMENT**

The employee works in a library or school office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Paraprofessional
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing