

LIBRARY MEDIA TECHNICIAN



Classified Salary Schedule
Range 20

JOB SUMMARY:

Under the direction of the school principal, provide library services related to the circulation, distribution and recovery of library books; assist students and teachers in the selection, location, and use of library materials; utilize computerized library system to process and maintain books; schedule library center activities and perform moderate level clerical duties.

ESSENTIAL FUNCTIONS:

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 the class.

- Assist students in the library, individually, in small groups, and by classes; instruct students in library skills. · Instruct students in the use of the library computer program; researching and locating materials. · Check-out and receive checked-in materials to library; maintain record of overdue materials and send notices to students and teachers; assess and collect fines and fees; create and distribute library cards.
- Prepare bulletin boards and displays to reflect reading and special events encouraging students to read. · Assist students, staff, and volunteers in use of basic computer applications; maintain software updates. · Assist in ordering new library books and materials; purchase and process new library materials according to established guidelines.
- Perform minor repairs to damaged books and library materials; maintain library in neat and orderly condition. · Maintain a variety of reports, records, and logs pertaining to library materials and equipment. · Perform moderate level clerical functions and provide customer services.
- Perform other related duties as assigned.
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QUALIFICATION GUIDELINES:

Knowledge of:

- Dewey Decimal System and computerized catalog system.
- Library and media center storage and retrieval methods, terminology, and procedures.
- Library reference materials and resources; including children's literature and District curriculum.
- Operation of a computer and related equipment.
- Inventory and ordering methods and practices.
- Basic record keeping techniques.

Ability to:

- Plan, coordinate, and provide library media services relating to the acquisition, circulation, distribution and recovery of library books, materials, equipment, and other instructional materials.
- Motivate, encourage, and assist students and teachers in the selection and location of library materials. · Accurately and effectively perform cataloging and classification, storage, and circulation procedures. · Monitor and maintain acceptable student behavior.

- Maintain library in a neat and orderly condition.
- Work independently with minimal supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Perform clerical duties; establish and maintain effective record keeping procedures.
- Lift and move items weighing up to 10 pounds.

Education/Training/Experience:

Graduation from high school or its equivalent. Successful completion of courses in library science and/or one or more years experience in general library or media center work. Librarian Technician certificate preferred. Must meet one of the following qualifications as defined by the NCLB Act (SB1405): (1) AA degree or higher; (2) completion of at least 48 units of course work at an institution of higher education; (3) successfully pass the District’s local assessment test.

PHYSICAL STANDARDS AND WORKING CONDITIONS:

The physical and mental demands and work environment 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. These physical demands are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Physical Demands:

Physical demands of this position include sitting or standing for extended periods of time. The employee is required to frequently walk. May stand, stoop or kneel, bend at the waist and will occasionally push, pull and reach above the shoulders. Some lifting is required up to 10 pounds without assistance.

Mental Demands:

Employee must be able to comprehend and follow written and oral instructions; read and interpret data, information and documents; interpret policies and procedures; work with constant interruptions; and interact cooperatively with students, District staff, and volunteers.

Work Environment:

While performing the duties of this job, the employee is subject to constant interruptions and is in direct contact with students and staff. The noise level in a library environment is usually quiet, however the school site setting may be somewhat louder.

The information contained in the physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. Individuals who hold this position may perform additional duties and additional duties may be assigned.

WORK PERIOD:

10 months per year, 5 days per week, 8 hours per day (intermediate school); 4 hours per day (elementary school)