



Fremont Union High School District

Position: Media/Library Specialist

Department/Site:	School Site	Range:	110
Reports to/ Evaluated by:	Assistant Principal	Work Year:	208
		Months:	10

Summary of Basic Functions & Responsibilities

Under the supervision of an Assistant Principal, provides a variety of clerical and technical library services including, but not limited to technical support for computer-aided library support, leadership over day-to-day customer service operations of a secondary school library, and advanced assistance to library users. Understands and works effectively with people of differing cultures.

Essential Duties & Responsibilities

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Coordinates and participates in the work of other library staff, including parent volunteers and teachers. Develops and maintains a schedule for student assistants to maximize level of service.
- Maintains the automated circulation system by updating software, database resources, and internal information such as student lists, due dates, and location of collection items. Researches and resolves basic technical issues surrounding the automated systems, referring complex problems to information technology staff.
- Contributes to efficient scheduling and use of the library, including computer usage. Creates and maintains a schedule for use of library facilities by classes, individual students, and staff. Orients students in the use of computer-aided library applications.
- Facilitates communications with teachers and administrators about enhancements and changes to the library collection.
- Places orders for books, periodicals, and a variety of supplies for library use within pre-established parameters and procedures. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- Maintains, monitors and renews periodical subscriptions, ensuring complete listing and documentation of holdings.
- Assists students, staff and volunteers by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers in the library. Processes a full range of library material and fee transactions.
- Communicates and monitors student conduct in the library. Participates with others to develop and communicate library use policies and guidelines.
- Provides basic-to-intermediate level reference services to students and staff using automated and manual resources.
- Conducts orientations for students in areas such as general use of the library, periodical research, bibliographic search, Internet search, or use of electronic media.

- May perform bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Maintains records for lost and overdue books and fines. May issue grade and record holds based on student account balances.
- Trains and oversees student assistants.
- May organize, coordinate, and conduct periodic library events.
- May mend and repair book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts annual physical inventory of all library materials.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, and operates a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices and microfilm readers.
- Oversees unscheduled students.
- Download new books from the vendor's records over the internet to the library software to catalog new books.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills:

- Requires an in-depth procedural knowledge of library methods, practices and terminology including use of library card catalog or online and basic reference sources.
- Must have a complete understanding of the Dewey Decimal System of classification and the American Library Association.
- Requires knowledge of machine-readable classification and coding.
- Requires knowledge of automated carding systems and records.
- Requires knowledge of and skill at conducting bibliographic searches.
- Requires knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, research, and database software used in education for data entry and retrieval.
- Requires knowledge of financial record keeping sufficient to process transactions.
- Requires sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs.
- Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums.
- Requires sufficient writing skills to document instructions on use of library services.
- Must be able to perform all of the duties of the position with only general supervision and support.
- Requires the ability to follow detailed procedures such as standard library cataloging and filing rules.
- Requires the ability to use cataloguing software programs to download and transfer information onto library circulation programs, organize files for remote access, and instruct others.
- Must be able to maintain a well organized and attractive library setting.
- Must be able to apply and explain library services, layout, rules, and policies.
- Must be able to maintain the circulation area in a manner conducive to support research and studying.
- Requires the ability to perform basic troubleshooting and orientation to personal computers.
- Requires the ability to deal courteously with library patrons including students and faculty.
- Must be able to perform routine clerical and record keeping duties.
- Must be able to operate a variety of office equipment, such as microcomputers, printers, copiers and calculators.

Physical Abilities:

- Must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Requires ambulatory ability to sit, stand, kneel, stoop, reach, twist, walk, bend, lift and move carts.
- Requires the ability to use near vision to read printed materials.
- Requires auditory ability to carry on conversations in person and over the phone.
- Requires the ability to reach to shelves for placement of light-to-medium weight objects including large books (less than 40 pounds).
- Requires manual and finger dexterity to write, use a keyboard to operate a computer and other standardized office equipment requiring some repetitive motions.
- Under some circumstances, further testing may be required to determine if an applicant is able to perform the essential duties with or without reasonable accommodation.

Education:

- The position requires the equivalent of an Associate's Degree in library science curriculum or two years of experience in an academic library setting. Additional experience in a library environment or higher education may substitute for higher education on a two year for one-year basis.

Licenses & Certificates:

- Requires a valid Driver's License and Forklift certificate.
- Requires fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

- Work is performed in a high school library/media center subject to lifting, carrying, bending and stooping subject to constant interruptions.