

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSTION TITLE:** K-8 Library Technician

**DEPARTMENT/DIVISION:** Instructional Media Services/Educational Services

### **POSITION SUMMARY:**

Under general supervision of the Coordinator of Instructional Media Services, and/or the school principal, the K-8 Library Technician performs a variety of patron support, technical and clerical duties in a K-5, K-8 or middle school library media center.

### **ESSENTIAL FUNCTIONS:**

1. Presents information literacy curriculum as provided by the District on a variety of topics including research skills, Dewey Decimal System, electronic resources.
2. Selects and presents stories, poems, and book talks to students.
3. Assists students and staff in locating, selecting and using library media center materials, including print, non-print, and electronic.
4. Assists students in selecting books and materials at their reading level.
5. Assists in supervising students and maintaining discipline in appropriate library behavior.
6. Reads library books and materials to maintain knowledge of the library collection.
7. Attends monthly meetings of library staff and district/school site meetings, as required.
8. Performs routine preventative maintenance of library supplies and equipment, and troubleshoots hardware and software problems.
9. Processes and maintains records of library and textbook materials using the automated library system.
10. Performs a variety of clerical functions and operates office equipment.
11. Prepares exhibits and bulletin board displays.
12. Shelves books, non-print, periodicals, and other library materials and textbooks in proper location.
13. Maintains an up-to-date collection by reviewing and recommending new materials/resources, compiling orders to submit for final approval for purchase, and removing materials from the shelves according to district guidelines.
14. Maintains supply and equipment inventories.
15. Conducts periodic inventory of library materials.
16. May schedule audio-visual equipment and materials.
17. Audits returns and condition of equipment, library materials, and textbooks.
18. Assists with supervision of student assistants and volunteers as needed.
19. Maintains regular and prompt attendance in the workplace.
20. Performs other related duties as assigned.

### **EDUCATION AND EXPERIENCE:**

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. A.A. degree in library technology from an accredited college or equivalent experience in an appropriate discipline required. Expertise in specific requirements may serve in lieu of education requirement. Two years of experience in library work in a school setting preferred.

**POSTION TITLE:** Library Technician

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of library principles, procedures, terminology, materials, equipment, and standard library practices and techniques.
3. Knowledge of intermediate computer skills including but not limited to hardware, software, and electronic sources of information.
4. Ability to troubleshoot software and hardware problems on computer equipment found in a library media center.
5. Ability to learn and apply rules, policies, and procedures of the district.
6. Ability to operate standard office and library equipment.
7. Ability to type at a speed of not less than 45 words a minute from clear copy.
8. Ability to perform routine clerical work independently with speed and accuracy.
9. Ability to train and supervise student assistants.
10. Ability to assist patrons in the use of the library.
11. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

Employees in this position must be able/have the ability to:

1. Operate computer equipment, typewriter, laminating machine, photocopier, audiovisual equipment, and office machines.
2. Sit for extended periods of time.
3. Ability to enter data into a computer terminal for extended periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. See for the purposes of observing students with or without vision aids.
6. Speak so that others may understand at normal levels and on the telephone.
7. Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
8. Stand, walk, kneel, and bend over.
9. Reach overhead, grasp, push/pull.
10. Climb on step stools and ladders and reach in all directions to shelve and retrieve materials.
11. Lift and/or carry up to 25 pounds at waist height routinely, and lift and/or carry up to 40 pounds at waist height for short distances occasionally.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a library environment and come in direct contact with students, district staff and the public.

**SALARY:** Classified Range 30

Board Approved: 05/27/03