

## **TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION**

**POSITION TITLE:** Media Services Specialist – Textbook Acquisitions

**DEPARTMENT/DIVISION:** Instructional Media Center

### **POSITION SUMMARY:**

Under general supervision of the Coordinator of Instructional Media Services to perform specialized technical and clerical work connected with ordering, receipt, processing, circulation, inventorying and storage of text and library/media center books and instructional materials.

### **ESSENTIAL FUNCTIONS:**

1. Assists the Coordinator of Instructional Media Services in the research and preparation of textbook adoptions.
2. Gathers statistical data from school sites in preparation for ordering.
3. Contacts publishers and vendors to acquire pricing, samples, and ordering information.
4. Prepares orders, verifies receipt of materials, processes/tracks orders, distributes, and circulates textbooks and instructional materials.
5. Organizes shipping and receiving, checks shipments for conformity to purchase order specifications.
6. Monitors movement of stock and reports stock levels to director, maintains efficient warehouse operations, and prepares obsolete materials for discard.
7. Plans, prepares, and coordinates district wide special events.
8. Trains and directs the work of student help, extra clerical assistance and volunteers.
9. Assists Instructional Media Center (IMC) users with laminating, poster maker, book binders and other equipment.
10. Assists IMC users in identifying appropriate instructional materials, technology, and electronic resources.
11. Performs a wide variety of complex technical and clerical functions, including preparation of records, purchase requisitions, communications, maintaining files, operating office equipment, using general and specialized software.
12. Assists the Coordinator of Instructional Media Services in the routine operation of IMC.
13. Serves as a resource person for teachers and staff.
14. May work at school library/media centers when required.
15. Maintains regular and prompt attendance in the workplace.
16. 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 essential functions and specific skills may serve in lieu of education requirement. Three years experience in library work in a school district preferred. Two years experience in computer usage, clerical processes and working with the public required. Must possess a valid California driver's license. Must pass District required testing.

**POSITION TITLE:** Media Services Specialist – Textbook Acquisitions

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of textbook and library terminology and standard practices and procedures.
3. Knowledge of general types and uses of textbook and library materials;
4. Ability to operate and maintain audio-visual and production equipment.
5. Knowledge of intermediate computer skills including, but not limited to, word processing, spreadsheet, data bases and desk top publishing.
6. Ability to operate standard office equipment.
7. Ability to type at a speed of 50 words a minute from clear copy.
8. Ability to perform complex technical and clerical work with speed and accuracy.
9. Ability to maintain cooperative working relationships with those contacted in the course of work.

**PHYSICAL REQUIREMENTS:**

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

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter and operate standard office equipment.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels in person and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels in person and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull, climb ladders, and work at heights of 25 feet.
8. Lift and/or carry up to 45 pounds at waist height for short distances.

**WORK ENVIRONMENT:**

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

**SALARY:** Classified Salary Range 31

Board Approved: 6/25/02