

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Media Services Technician

DEPARTMENT/DIVISION: Instructional Media Center

POSITION SUMMARY:

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

ESSENTIAL FUNCTIONS:

1. Prepares, records and monitors budgets, purchase requisitions, conference attendance forms and absence reports for staff.
2. Receives, logs, catalogs, processes, circulates and assists the Coordinator of Instructional Media Services in the distribution and inventorying of textbooks and other school and IMC materials.
3. Assists the Director of IMC in the training and monitoring of subordinates and volunteer help.
4. Orders all IMC and school library/media center supplies.
5. Assists the Coordinator of Instructional Media Services in the routine operation of IMC.
6. Serves as a resource person for teachers and staff.
7. May work at school library/media centers when required.
8. Maintains regular and prompt attendance in the workplace.
9. 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 service 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.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
2. Knowledge of library terminology and standard practices and procedures.
3. Knowledge of general types and uses of library materials;
4. Ability to operate and maintain audio-visual equipment.
5. Knowledge of intermediate computer skills including, but not limited to, work processing, 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 clerical work with speed and accuracy.
9. Ability to maintain cooperative working relationships with those contacted in the course of work..

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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 and on the telephone, with or without hearing aids.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk and bend over.
7. Reach overhead, grasp, push/pull.
8. Lift and/or carry up to 25 pounds at waist height for short distances.

WORK ENVIRONMENT:

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

SALARY: Classified Salary Range 34

Board Approved: Elem: 02/09/93

Revised: TUSD 6/25/02