

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: High School Library Technician

DEPARTMENT/DIVISION: Instructional Media Services/Educational Services

POSITION SUMMARY:

Under general supervision of the school Librarian, the Coordinator of Instructional Media Services, and/or the school principal, the High School Library Technician performs varied and sometimes specialized, patron support, technical and clerical duties in a high school library media center.

ESSENTIAL FUNCTIONS:

1. Assists students and staff in locating and using library materials and textbooks, including print, non-print, and electronic formats.
2. Assists with student supervision and maintaining discipline.
3. Responds to telephone requests for information from administrators, community members, teachers, and staff.
4. Prepares a variety of letters, memoranda, reports, handbooks, questionnaires, forms, requisitions, and contracts from marginal notes, rough drafts or verbal instructions relating to library services.
5. Uses computer terminal to input data, catalogue new library books, and maintain library files.
6. Performs a variety of specialized clerical functions, including typing, word processing, proofreading, filing, checking and posting information to records in support of library information system.
7. Maintains inventory of library materials, equipment, hardware, software, and textbooks.
8. Operates, maintains, troubleshoots and instructs in usage of library equipment.
9. Attends monthly meetings of library staff and district/school site meetings, as required
10. Maintains schedule for library equipment use.
11. Audits returns and condition of books and equipment, tracks overdue materials and contact parents when necessary.
12. Collects textbooks and fines for overdue/damaged items.
13. Circulates library materials and textbooks.
14. Orders and processes new library materials and textbooks for circulation.
15. Prepares displays and use of display cases.
16. Pick up newspapers from sources.
17. Maintains library materials and textbooks, and maintains order of shelves.
18. Assists in conducting annual inventory.
19. Assumes responsibility for the library operation in absence of the library media teacher.
20. May assist with the supervision and training of student library assistants.
21. Maintains regular and prompt attendance in the workplace.
22. 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.

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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 problem 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 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 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 40 pounds at waist height routinely, and lift and/or carry up to 50 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 31

Board Approved: 6/25/02

Revised: 05/27/03