

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Media Services Specialist – Library Technology

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, processing, circulation, input, cataloging, and maintaining electronic records of text and library/media center books and instructional materials. This position is also responsible for providing technical support to site library staff and creating and maintaining the Instructional Services website.

ESSENTIAL FUNCTIONS:

1. Assists the Coordinator of Instructional Media Services in the research and implementation of technology relevant to library and textbook operations/procedures.
2. Maintains various databases, conducts research, and produces appropriate reports for the Instructional Media Center (IMC) and other district offices.
3. Maintains records and prepares reports regarding circulation, patron status, lost or overdue teacher materials and general circulation IMC books.
4. Prepares multi-media materials using digital and computer-generated images for presentations and other communications.
5. Assists in the acquisition of instructional materials, library books, pamphlets, periodicals and audiovisual materials, including obtaining prices and gathering statistical data from school sites; evaluating costs and preparing appropriate order forms.
6. Contacts publishers and vendors to acquire pricing, samples, and ordering information.
7. Prepares orders, verifies receipt of materials, processes/tracks orders, distributes, and circulates textbooks and instructional materials.
8. Organizes shipping and receiving, checks shipments for conformity to purchase order specifications.
9. Plans, prepares, and coordinates district wide special events.
10. Assists IMC users with laminating, poster maker/large format printer, book binders, video production tools, and other equipment.
11. Serves as a resource person for teachers, administrators and staff; assists IMC users in identifying appropriate instructional materials, technology, and electronic resources.
12. Performs a wide variety of complex technical and clerical functions, including preparation of records, purchase requisitions, communications, maintaining files, operating office equipment, and using general and specialized software.
13. Assists the Coordinator of Instructional Media Services in the routine operation of IMC.
14. May work at school library/media centers when required; assists and supports Library assistance in processing instructional materials; sets-up and complete data entry of text/library collections into the library automation system
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

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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, web design, graphic arts, 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 advanced computer skills including, but not limited to, work processing, spreadsheet, data bases and desk top publishing.
2. Knowledge of English usage, grammar, spelling, punctuation, vocabulary and arithmetic.
3. Knowledge of textbook and library terminology and standard practices and procedures.
4. Knowledge of general types and uses of textbook and library materials and software.
5. Ability to operate and maintain electronic, audio-visual, and production equipment.
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: TUSD 6/25/02