

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: LIBRARY MEDIA TECHNICIAN

BASIC FUNCTION:

Under direction of the Director, Education Services, performs technical and clerical duties related to the operation of the District Instructional Materials Center and provides assistance to staff. Organize and maintain textbook and supply warehouse.

REPRESENTATIVE DUTIES:

1. Understand cataloging as it pertains to LAUSD
2. Receive, prioritize, process, and distribute materials including library books and textbooks.
3. Update and manage online catalog.
4. Answer telephones; provide information; schedule appointments, and receive requests for materials,- talk to vendors regarding orders, and follow up on orders.
5. Order a variety of instructional materials including textbooks, library books, audio-visual materials and equipment, and media supplies and materials; process received materials according to approved procedures.
6. Process audio-visual and other non-print material; process requests from teachers for audio-visual materials for classroom use.
7. Process and fill requests for materials from staff; circulate materials to schools and staff according to established procedures.
8. Operate and maintain laminating equipment as necessary and assist staff in the use of this equipment.
9. Determine charges for lost or damaged materials.
10. Assist staff in the use of online catalog files and catalog cards and provide assistance as necessary.
11. Prepare and maintain a variety of reports.
12. Train and provide work direction to part-time assistants as needed.

13. Operate a variety of office and media equipment including, but not limited to, computer terminal and printer, calculator, copier, laminator, and audio-visual equipment.

14. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard and acceptable library terminology, practices, and procedures
- Dewey decimal system
- Standard library reference sources, books, and other library materials
- Operation and use of computers
- Alphabetizing and filing methods
- Modern office practices, procedures, and equipment
- Recordkeeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Reading and writing communication skills
- District organization, operations, policies, and objectives
- Oral and written communication skills
- Applicable sections of State Education Code and other federal, state, and county laws, as well as District policies, rules, and regulations
- Technical aspects of field of specialty
- Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

- Process print and non-print instructional materials according to established procedures
- Perform difficult clerical work with speed and accuracy
- Make arithmetic calculations quickly and accurately
- Understand and follow oral and written directions
- Work cooperatively with others
- Operate a variety of office and media equipment including computer, copiers, laminator, and audio-visual equipment
- Work independently with little direction
- Establish and maintain effective working relationships with others
- Analyze situations accurately and adopt an effective course of action
- Lift objects weighing up to 50 pounds
- Meet schedules and timelines
- Plan and organize work
- Train and provide work direction to others
- Maintain records and prepare reports
- Communicate effectively both orally and in writing

LICENSES AND OTHER REQUIREMENT:

- Possess and maintain a valid California Driver's License (Class "C" minimum)
- Provide evidence of insurance and remain insurable at the standard insurance rate.

EDUCATION AND EXPERIENCE:

- Graduation from high school and two years of library experience
- Eighteen (18) units of library technician training is desirable

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit for extended periods of time; kneel, crouch, bend, stoop, stand, work with arms above shoulder level, carry, pull, and push up to 50 pounds; subject to many demands on time, constant interruptions; direct contact with the public, teachers, administrators and other district staff; work at computer for extended periods of time; frequent use of telephone; exposed to minor contagious illnesses; and work in difficult interpersonal situations.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative to those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate. It is a typical office environment that is subject to tight deadlines.

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: February 14, 2018

APPROVED BY BOARD OF EDUCATION: March 13, 2018