

**JOB DESCRIPTION**  
**Park Hill School District**  
**Media Processor**

**Purpose Statement**

The job of Media Processor is done for the purpose/s of providing support to the instructional program and media staff with specific responsibilities for performing complex specialized functions related to cataloging, processing, circulation, and inventory of instructional materials, documenting losses and monitoring procedures; and instructing media staff on the proper use of the library resource.

This job reports to the Library Media Coordinator

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**Essential Functions**

- Coordinates request of individuals and/or sites for the purpose of ensuring availability of textbooks and resource materials.
- Generates MARC (Machine Readable Cataloging) records for library books and textbooks (e.g. determining appropriate guidelines in applying Resource Description and Access (RDA) unified cataloging standards, etc.) for the purpose of maintaining uniform records in the library/textbook automation system.
- Maintains inventory and dissemination of instructional materials for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Maintains budget allocation for the purpose of tracking and managing departmental expenditures following budget guidelines.
- Oversees assistant and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and to stay abreast of procedural updates and participate in professional development.
- Performs circulation activities (e.g. electronic transfer of instructional materials, item check-in and check-out, conduct inventory, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, instructional materials orders, costs, etc.) for the purpose of providing documentation and information to others.
- Processes a wide variety of documents and materials (e.g. requisitions, purchase orders, work orders, travel reimbursement, budget transfers, etc.) for the purpose of disseminating information in compliance with guidelines and/or regulatory requirements.
- Processes library books, instructional materials, software and related media materials (e.g. barcoding, labeling, electronic transfer of materials, creating work orders for transport of materials, producing required reports, etc.) for the purpose of providing schools with required materials.
- Procures supplies and materials for the purpose of processing all instructional and library materials, and meeting general office needs.
- Represents the Library Media Coordinator in his or her absence (e.g. district staff requests for information, etc.) for the purpose of conveying and/or gathering information required for his or her functions.

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/or profiding direction.
- Serves as the library/textbook automation system specialist for all libraries in the district (e.g. trains and assists Library Media Specialists and Assistants, troubleshoots and provides solutions related to the automation system, etc.) for the purpose of operating the library and textbook management system.
- Support Library Media Coordinator for the purpose of providing assistance with his or her functions and responsibilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: perform basic math, including calculations using fractions, percents and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: proficiency using all functions of the automated library/textbook system; perform original descriptive and subject cataloging for curriculum and library materials; library practices, terminology and procedures; computer and internet operations; accounting/bookkeeping principles; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: schedule activities, meetings, and/or events; gather and/or collate data; carry the primary responsibility for the development and maintenance of descriptive records in the automated library/textbook system; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific job-related equipment. Some problem solving may be required to identify issues, and select action plans.

Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is required.

Education High school diploma or equivalent.

### **Equivalency**

#### **Required Testing**

Job-Related Skills Proficiency Test

#### **Certificates**

#### **Continuing Educ./Training**

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance

#### **FLSA Status**

#### **Approval Date**

#### **Salary Range**

Non Exempt