

**JOB DESCRIPTION**  
**San Diego County Office of Education**

**Coordinator, Library Media Services**

**Purpose Statement**

The job of Coordinator, Library Media Services, is done for the purpose/s of planning, organizing, coordinating, and managing school library services and related resources for the San Diego County Office of Education (SDCOE); the County Librarian will administer, develop and promote utilization of digital and other library media resources, and supervise assigned circulation staff; providing information to others; and implementing and maintaining services within established guidelines and standards.

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**Essential Functions**

- Collaborates with county educators (e.g. on a regular basis, etc.) for the purpose of implementing and maintaining library services and/or programs.
- Coordinates program components, support needs and materials for library curriculum, audiovisual, digital assets and model the effective utilization of the SDCOE Digital Content Portal (e.g. negotiating contracts with vendors, reserving space, school districts in county, etc.) for the purpose of meeting district and/or grant/program guidelines.
- Maintains a variety of manual and electronic files and/or records (e.g. budgetary, train the trainer model, grants, units of study, up-to-date standards, library files, etc.) for the purpose of providing up-to-date reference and complying with regulatory requirements and established guidelines.
- Monitors budget allocations, expenditures, fund balances and related financial activities for the purpose of ensuring that allocations are accurate, revenues are recorded, expenses are within budget limits and/or fiscal practices are followed.
- Participates in meetings, workshops, trainings, and seminars (e.g. maintaining current knowledge of media resources, curricular requirements and applicable computer and digital technologies, etc.) for the purpose of conveying and/or gathering information required to perform functions.
- Performs personnel functions (e.g. interviewing, evaluating, supervising, etc.) for the purpose of maintaining adequate staffing, enhancing productivity of personnel and achieving objectives within budget.
- Prepares a variety of program-mandated reports for area of concentration for the purpose of ensuring ongoing funding by complying with district and/or grant/program requirements.
- Presents information to District and Community groups (e.g. program offerings, funding status, participation levels, etc.) for the purpose of promoting program, gaining feedback and complying with established internal controls.
- Provides leadership and consultation in area of concentration for the purpose of ensuring support and development of professional learning for county school districts.
- Researches, writes and presents grant information (e.g. professional development, etc.) for the purpose of securing alternative funding.

**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, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records; applying curriculum and instructional techniques; comparing results; conducting meetings; counseling and mentoring employees; facilitating meetings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth; accounting practices; business telephone etiquette; codes/laws/rules/regulations/policies; knowledge of community resources; methods of instruction and training; practicing cultural competency while working collaboratively with diverse groups and individuals.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; and working with constant interruptions; meeting deadlines and schedules; working as part of a team; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small work units; directing the use of budgeted funds within a work unit. Utilization of 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations.

**Experience:** Job related experience within a specialized field is required.

**Education:** Masters degree in job-related area.

**Equivalency:**

**Required Testing**

**Certificates**

Administrators Credential

Teacher Librarian Services Credential

Driver's License & Evidence of  
Insurability

**Continuing Educ./Training**

**Clearances**

Criminal Background Clearance

Criminal Justice Fingerprint/Background  
Clearance

Drug Test

Proof of physical examination including TB  
Screen

**FLSA Status:** Exempt

**Salary Range:** Certificated Management Grade 45

**SLT Approval Date:** October 11, 2016