

Oak Grove School District

JOB TITLE: MULTI-MEDIA LIBRARY SPECIALIST

SALARY RANGE: 23

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The position of Multi-Media Library Specialist is to provide support to Library Clerks for a quality library. To perform a wide variety of clerical, typing, record keeping, and routine administrative functions including processing and distributing library books to District schools and maintaining related records as required. Employees in this classification receive general supervision from a program administrator or his/her designate within a well-defined framework of policies and procedures. This job class exercises responsibility for the acquisition, cataloging, distribution, and inventory of library books and the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion.

TYPICAL DUTIES

- Processes and catalogs all library books for distribution to elementary and intermediate libraries
- Reviews outgoing and incoming orders checking against purchase requisitions including verification of calculation.
- Checks each school's automated/online catalog merging records when necessary
- Provides library clerks with technical software support for automated/online library system
- Communicates with Information Systems Department concerning library software issues and hardware issues as needed
- Prepares library clerks and substitutes in the proper library methods, techniques, and automated/online software program
- Provides assistance in facilitating library clerk meetings
- Orders, stores, and issues supplies and materials pertinent to Library Services; inventorying stock on hand periodically
- Processes donations of gift books according to District procedures
- Responsible for assisting the Information Systems Department with technology support of Library Clerks, related to minor hardware and software issues
- Serves as the-initial point of contact for the library staff and library programs for library related technology support calls
- Maintains accuracy of databases related to identifying and merging duplicate library records throughout the District
- Assists in the development of the selection process plan for library books to be acquired throughout the District
- Assists program manager or his/her designate in working with vendors related to Library Management software, book purchases, replacement and duplication of books, binding guarantees, etc., including leading the purchasing process with vendors to secure discounts, refunds and rebates to benefit the District's library program

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- Organizes the annual California Department of Education Library Survey, including reviewing and assisting Library Clerks to complete the process and all necessary follow-up
- Manages the barcoding process for the District's libraries, including the implementation of unique barcode numbers
- Develops the Young Adult book list and processes requests from Intermediate Clerks and submissions to Librarian of Record. Adds Librarian's recommendations to the master list for distribution to Intermediate Clerks
- Assists the Information Systems Department in reconciling access levels and log-in credentials for Destiny Library Manager and Follett Remote desktop shortcuts after all Microsoft upgrades occur
- Assists with the pulling of materials throughout the District, including the culling of materials within book collections, as needed
- Collaborates with community non-profit groups on behalf of the library program, including managing all aspects of non-profit donations to the library program
- Researches challenged books; consults with Librarian of Record, forwards recommendations to ESD Administrator with completed Reconsideration Form
- Coordinates book donations, letter requests and processes requests appropriately
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper record keeping methods and techniques
- Knowledge of proper inventory methods and procedures
- Knowledge and skill to safely utilize standard office equipment and computers
- Skill to understand and carry out both oral and written instructions in an independent manner
- Knowledge of the school library and the organizational skills to maintain it
- Skill to learn standard library terminology and methods including the Dewey Decimal System
- Skill to perform basic mathematical skills including addition, subtraction, multiplication, and division
- Skill to communicate effectively in both oral and written forms
- Skill to type accurately at a rate required for successful job performance
- Skill to maintain inventory, work records, automated/online catalog, and files-
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to make decisions and take appropriate actions regarding routine procedural matters without immediate supervision
- Coursework in library technical courses or related fields desirable
- Valid California Driver's License

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WORKING CONDITIONS

Indoor work environment which h may include exposure to dust, molds, and mildew; exposure to glue fumes and cleaning solvents as well as solvent based inks, tapes, and solutions. Noise level in work environment is usually low.

PHYSICAL DEMANDS

Dexterity of hand and fingers to operate various standard office equipment; lifting heavy object weighing up to 25 pounds; standing for extended periods of time; reaching overhead, above the shoulders and horizontally; and bending at the waist.

The employee is frequently required to sit and occasionally required to stand and walk. Frequently is required to use hands to write, finger, handle or feel objects, tools, or controls. Skills to operate a wide variety of audio-visual standard office equipment use basic computer applications including experience with educational software and internet applications. Mobility to stand, stoop, reach, and bend; mobility of arms to each and dexterity of hands to grasp and manipulate small objects. Ability to meet the physical requirements necessary to safely and effectively perform the required duties.