



LOMPOC UNIFIED SCHOOL DISTRICT

LIBRARY TECHNICIAN

JOB SUMMARY:

Under the direction of a Principal or an assigned supervisor, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials in an assigned school library; check books and materials in and out; process and shelve library materials; provide support to the instructional program and assist students and staff in the selection and requisitioning of library materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist teachers, students and administrators with identifying resource materials for use in classroom and/or class assignments; assist students with research activities; provide new and requested titles for patrons.
- Provide training on the proper use of library computers and systems; assure proper operation of equipment, troubleshoot basic problems or arrange for repairs as needed.
- Perform a variety of circulation activities; check-in and check-out library items; prepare bills for lost/damaged items; maintain lists of overdue items; send notices to parents or call parents and send reminders to students as needed; collect and process payments according to established procedures; assure proper use, location and availability of items in the collection.
- Prepare documents and reports such as circulation count lists, renewal information, overdue lists, book orders, fines, costs and others as assigned; provide documentation and information to others.
- Receive and respond to inquiries of students, staff and parents regarding availability of books, finding appropriate reference documents, status of overdue fines, and related issues.
- Maintain materials inventory including library supplies, books, library hardware/software, media equipment and related instructional materials; order supplies and materials as needed; assure current reference and availability of materials as required.
- Monitor student activities and maintain a clean and safe environment conducive to learning; promote student use of the library; create seasonal decorations and student displays; conduct orientation sessions.
- Order, process and receive new library materials and equipment orders including books, magazines, videos and others; prepare materials for introduction into the library materials collection; prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; input related information into assigned computer system.
- Operate a computer to circulate library materials; input data and backup, locate on-line reference materials and resources.
- Review books and/or periodicals for retention within the collection; weed collection of worn, damaged or outdated materials; repair damaged library books and materials.

- Utilize proper library practices, procedures and terminology including Dewey Decimal System and computer cataloging systems.
- Operate a copier, typewriter, overhead projector, scanner and specialized book repair tools and materials; operate a computer and assigned software.
- Coordinate library activities and events including book fairs, library orientations and others.
- Participate in library meetings, staff development training, and workshops as required.

OTHER DUTIES:

- Train and provide work direction and guidance to student assistants.
- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

Any combination equivalent to: graduation from high school and two years of library media experience.

Knowledge of:

- Functions, operations and maintenance of school libraries.
- Library practices, procedures, reference materials and terminology.
- Operation of a computer and data entry and retrieval techniques.
- Library cataloging and classification systems.
- Filing, indexing and inventory procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Modern office practices, procedures, and equipment.

Ability to:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Learn curriculum, reading levels and appropriate reference materials.
- Monitor and maintain acceptable student behavior in the library.
- Read age and subject-appropriate stories to classes as assigned.
- Process and shelve library materials.
- Inventory, order, receive and assist in the selection of instructional materials and equipment. Operation of a computer and assigned software.
- Maintain files and records.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Complete work with many interruptions.
- Understand and follow oral and written instructions.

WORKING CONDITIONS:

Work Environment:

- Library environment.
- Constant interruptions.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve books.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA Status: Non-Exempt

Board Approval Date: February 14, 2023

Personnel Commission First Reading: October 20, 2022

Personnel Commission Approval Date: November 17, 2022

Salary Range: 33