

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Instructional Materials Technician II	Reports to:	Program Administrator/Supervisor
Job Category:	Library/Media	Classification Unit:	Classified
Board Approval:	5/21/2020 6/23/2022 Revision	Current Salary Grade:	21
Job Description Revised:	6/10/2022	FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of a Program Administrator/Supervisor, this person will maintain the District's library, media, and textbook materials for K-12 school sites, help monitor funding/budgets for instructional materials and maintain related records for schools' library budgets. Other responsibilities include developing cost projections; performing a variety of functions related to obtaining price quotations, ordering, receiving, processing, distributing, maintenance, and inventory of curriculum materials including textbooks, workbooks, kits, musical instruments, teacher materials and library supplies.

ESSENTIAL FUNCTIONS:

- Perform various material acquisition duties including sourcing, obtaining quotes, and utilizing assigned software to generate requisitions for library books, textbooks, District software licenses, curriculum kits, musical instruments, teacher material, and library materials/supplies; ensure collections are maintained according to defined budgets, adoption guidelines, and in compliance with established licensing regulations.
- Maintain a variety of accounting records; the feasibility of purchases within assigned library budget parameters; request budget transfers; process purchase requisitions, bookkeeping of expenses, damaged and loss payments, library donation dollars, and petty cash.
- Maintain accurate records and audit trail and comply with District policies and other regulatory requirements for library budget management, purchasing, damaged and lost payments.
- Maintain warehouse inventory of curriculum materials and perform related duties including checking in/out, and ensure the availability of curriculum materials.
- Process newly acquired curriculum material and perform related duties including stamping, barcoding, creating catalog records in textbook management software, scanning, and transferring records to school sites.
- Schedule distribution of materials, train staff, and distribute to sites.
- Oversee the ordering and receipt of textbooks.
- Prepare and maintain a variety of computerized and manual reports including collection summaries, budget reports, distribution records, renewal information, adoption records, and overdue lists; provide documentation and information to others.
- Annual review and assessment of consumable material quantities. Make decisions regarding adjustment to quantities of adoption orders. Maintain accurate records of multi-year adoptions to ensure we receive all acquired materials from vendors.
- Design curriculum order sheets, verify staff directories, and student demographic information in order to create distribution charts, and quantity assignments for accurate movement of curriculum material on a large scale.
- Maintain warehouse work environment in a clean and orderly condition.
- Contract with recycling services. Coordinate process with Administrators at sites.

- Provide information to management related to annual reporting on sufficiency of textbooks and obsolete materials lists.
- Respond to inquiries from staff and vendors and provide information regarding pending purchase orders, back orders, invoices, and the status of deliveries.
- Perform various warehouse receiving duties including unloading curriculum material from pallets, operating of a motorized pallet jack, lifting boxes, rebuilding pallets, and shrink-wrapping items in order to distribute shipments to assigned site locations and/or individuals.
- Perform and schedule routine maintenance and operations checks on barcode machine, pallet jack, and printers.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of their job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- All curriculum materials across various grade levels and subjects.
- Design and manipulation of spreadsheets.
- Operation of computer, purchasing software, Destiny library and inventory software.
- Standard clerical procedures.
- Accounting/bookkeeping, budgets, and purchasing principles.
- Elements of library operation, resources and terminology.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.
- Warehouse procedures, policies, and methods.
- Safe work practices for lifting, carrying, bending, climbing, and repetitive hand motions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

Ability to:

- Be attentive to details and adapt to changing work priorities.
- Work with frequent interruptions.
- Work with detailed information/data.
- Analyze issues and create action plans.
- Work with data of varied types and/or purposes.
- Gather, collate, and/or classify data.
- Operate a variety of job-related equipment including computers, calculators, copiers, warehouse, and related office machines, pallet jack and bar code machine.
- Accurately predict time needed for projects, and schedule correct number of short term hourly staff for the correct number of hours to maximize efficiency and avoid overspending.
- Assign tasks and duties to short term hourly staff, assist supervisor by providing feedback and adjusting assignments based on performance.
- Effectively communicate orally and in writing, prepare reports, disseminate information, and document.
- Prepare and maintain accurate records.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- Valid Driver's license

DESIRABLE QUALIFICATIONS:

- Library Technician Certificate

WORKING CONDITIONS:

Environment: Indoor/Outdoor/Office/Warehouse work environment. Regular exposure to fumes, dust and odors.

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.

- Lifting, carrying, pushing, and/or pulling heavy objects.
- Climbing ladders.
- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Significant fine finger dexterity.
- Generally, the job requires 25% sitting, 25% walking, and 50% standing.

Hazards:

- Working at heights.
- Working around and with machinery having moving parts.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice/Fingerprint Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law