

**OROVILLE UNION HIGH SCHOOL DISTRICT  
JOB DESCRIPTION**

**JOB TITLE: LIBRARY TECHNICIAN**

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SALARY LEVEL:	Step 12	DIVISION:	Classified
DEPARTMENT:	Instructional	LOCATION:	School Site
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	January 16, 2019

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**SUMMARY:** Under general supervision of the site Administrator and as part of the library/media program, performs a variety of computer, clerical, and library duties in a school library; and provides general information and assistance to students and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other related duties may be assigned.*

- Operates all computers, printers, and software applicable to the library/media center. Includes use of CD ROM, Internet, and electronic catalog circulation program, and word processing, desktop publishing and spreadsheet applications.
- Assist students and staff in using on-line or CD-ROM reference databases.
- Assist staff and students to locate and check out books and materials.
- Supervise students using the library outside of class hours.
- Assist in the instruction of staff and students in the use and operation of networked computers, software, and related resources.
- Operate audiovisual equipment such as the laminating machine, printer, microfiche readers, and copy machine.
- Perform a variety of clerical duties, including processing and maintaining library media; entering records and files; maintain schedules for use of computers; library media center; books and related reference materials; and assemble packets and materials for students.
- Help conduct periodic inventories of book collection, materials, software and equipment as assigned; participate in ordering and maintaining supplies and equipment; store and discard materials according to standard procedures.
- Help maintain the physical appearance and ease of use of the library.
- Evaluate and maintain orderliness of shelved materials; shelve books, periodicals, and newspapers; pull and route materials in need of mending, binding, repairing, or discarding.
- Supervises the library and the computer lab.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED); one year of clerical and computer experience, prefer some exposure to basic library procedures.

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**LANGUAGE SKILLS:** Ability to read and interpret documents. Ability to write routine reports and correspondence. Ability to speak effectively before small groups.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES AND LICENSES:**

Instructional Aide Proficiency Exam Certificate required

First Aid Certificate preferred

CPR Certificate preferred

**OTHER SKILLS AND ABILITIES:** Ability to keep regular schedules and perform special tasks as assigned. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies.

**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.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, kneel, crouch, stoop, reach, twist, and lift 25 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors. The employee must be able to meet deadlines within time constraints. The noise level in the work environment varies from low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.