

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Principal, coordinate and perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials; assist students and teachers in the selection, location and use of library materials and equipment.

DISTINGUISHING CHARACTERISTICS:

The Library Technician II classification is responsible for researching and ordering textbooks, and performs the activities involved in the circulation, maintenance and distribution of library instructional and technology-based materials. The Library Technician I classification performs a variety of library duties involved in the circulation, maintenance, processing and distribution of books, textbooks and instructional materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials; process new books, periodicals and instructional materials; participate in the cataloguing of books and instructional materials.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching print and software materials for classroom use.

Maintain library and textbook inventory; obtain price quotes for textbooks; request funding and order materials utilizing designated software system; contact vendors to exchange information and resolve issues or concerns related to orders; maintain textbook depository; weed collection and process withdrawals; monitor inventory of technology equipment for the campus as assigned.

Circulate library materials; scan and check library materials in and out to students, staff and patrons using an assigned computerized system; shelve returned books and materials; process and distribute consumables; repair damaged books; check out audiovisual and other technology equipment; calculate and collect student late fees as required.

Instruct students in proper methods of utilizing the library and reference materials; monitor and maintain acceptable student behavior in the library.

Input, process and receive library materials, equipment and textbook orders; prepare materials for introduction into the library materials collection according to established procedures; input related information into assigned computer system; receive, laminate, cut out, deliver and order supplies as requested.

Communicate with students, personnel and various outside agencies to exchange information and

resolve issues or concerns related to library activities, inventory, instructional materials and assigned duties.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; prepare and generate a variety of computerized lists, statistics and reports; assure accuracy and completeness of input and output data.

Operate a variety of office and library equipment including a copier, typewriter, 10-key, fax machines, computer and assigned software; arrange for equipment repairs as needed.

Open and close the library according to established procedures; provide for a safe, secure, clean and orderly library environment; decorate the library as appropriate.

Receive and monitor District e-mails and calendar; organize staff and student requests.

Train and provide work direction to student assistants as assigned.

Attend meetings, conferences, book fairs and school activities as directed.

OTHER DUTIES:

Assist with various health screenings and State-mandated testing activities as requested.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Functions, operations and maintenance of school libraries.
- Library practices, procedures, reference materials, resources and terminology.
- Curriculum, reading levels and appropriate reference materials.
- Operation of a computer and data entry and retrieval techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Record-keeping and report preparation techniques.
- Research methods and 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.
- Basic math.

ABILITY TO:

- Coordinate and perform a variety of technical library duties in the selection, 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.
- Maintain library in a neat and orderly condition.
- Monitor and maintain acceptable student behavior in the library.
- Process and shelve library materials.

Operation of a computer and assigned software.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Type or input data at an acceptable rate of speed.
Interpret, apply and explain rules, regulations, policies and procedures.
Complete work with many interruptions.
Make routine math calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's (AA) or higher degree or completed two years of higher education study supplemented by college level course work in library science or related field and one year experience in a school or library environment.

LICENSES AND OTHER REQUIREMENTS:

Library Science Certification.
Valid First Aid and CPR Certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School library environment.
Constant interruptions.

PHYSICAL DEMANDS:

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.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

Employee _____ Date _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017