

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN - DISTRICT

BASIC FUNCTION:

Under the direction of the Director, Educational Technology and Instructional Program Analysis, perform a variety of technical duties involved in the ordering, receipt, processing, cataloging, distribution, circulation and inventorying of District library books, textbooks and instructional materials; utilize a computer to catalog materials, maintain automated records, and process and input cataloging data, records and information; create and maintain an accurate, uniform District library online catalog.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the receipt, processing, cataloging, distribution, circulation and inventorying of District library books, textbooks and instructional materials; prepare and process books, textbooks and materials for distribution to District school sites; maintain

Create and maintain an accurate, uniform District library online catalog; catalog and process books, textbooks and instructional materials for introduction into the District collection; prepare and affix barcode and spine labels to materials; input and scan related information into assigned computer system.

Utilize an assigned computer system to input data and catalog library materials; establish, maintain and update catalog records and databases of District-wide library materials; process, import and input cataloging data, records and information; utilize online cataloging tools; assure accuracy and completeness of data; troubleshoot system malfunctions or issues.

Monitor inventory levels of books, textbooks, instructional materials and other library supplies as assigned; coordinate, schedule, lead and travel to school sites to oversee and participate in conducting regular and periodic inventories; identify and report inventory needs and shortages; monitor site needs related to teacher's materials, textbooks, consumables, and other materials related to District textbook adoptions.

Order books and supplies for site libraries; prepare purchase orders and requisitions according to established procedures; receive and inspect shipments of books and materials for damage and conformity to purchase order specifications, invoices and packing slips; review shipments to verify accuracy; identify, report and resolve shortages and discrepancies.

Coordinate communications and information related library operations and activities; initiate and receive telephone calls as needed; provide technical assistance to school site staff regarding cataloging, inventory and related library functions; respond to inquiries and provide detailed information concerning related catalogs, tools, standards, books, materials, practices, techniques, policies and procedures.

Compile information and prepare and maintain various records, reports and files related to assigned

activities; update site ledgers as directed; generate annual reports for sites and the District; prepare California Department of Education library survey information.

Operate a variety of office equipment including a copier, printer, computer and assigned software; drive a vehicle to conduct work.

Monitor and assure proper levels of available materials and supplies in the Learning Resource Center (LRC) and warehouse.

Attend and participate in research webinars, County and District meetings as directed; maintain current knowledge of cataloging procedures.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures, tools and techniques involved in the ordering, processing and cataloging of library books, textbooks and other instructional materials.

Library practices, procedures, reference materials, resources and terminology.

Inventory practices, procedures and techniques.

Library cataloging and classification techniques.

Data control procedures and data entry operations.

General practices, standards, techniques and procedures involved in preparing, maintaining and updating automated catalogs.

Use and terminology of requisitions, purchase orders and invoices.

Record retrieval and storage systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Mathematic calculations.

ABILITY TO:

Perform a variety of technical duties involved in the receipt, processing, cataloging, distribution, and inventorying of District library books, textbooks, supplies and instructional materials.

Utilize a computer to catalog materials, maintain automated records, and process and input cataloging data, records and information.

Prepare and process new books, textbooks and library materials for distribution and circulation.

Review and inspect shipments of books and materials to verify accuracy.

Coordinate, lead and conduct regular and periodic inventories.

Identify and report inventory needs, shortages and discrepancies.

Research, assemble, and compile a variety of cataloging data and information.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

Type or input data at an acceptable rate of speed.
Meet schedules and time lines.
Work independently with little direction.
Prepare and maintain narrative and statistical records and reports.

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 two years library increasingly responsible library experience including work with automated computerized catalog systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Lifting, carrying, pushing and pulling 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.

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

