TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

September 2016
FLSA: Non-Exempt
Range: 13

LIBRARY MEDIA TECHNICIAN

DEFINITION

Under general supervision, performs services relating to the acquisition, receipt, circulation, maintenance, and distribution of books, textbooks, periodicals, and other instructional materials; processes, moves and shelves books, textbooks, and instructional materials; assists students and staff in the selection of various instructional materials; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Principal or Vice Principal. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for performing the full range of library and/or textbook support activities, including circulation, maintenance, distribution, support services, and student and teacher assistance. Incumbents learn and perform the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of assigned area of responsibility.

ESSENTIAL FUNCTIONS

- Checks in and out books, textbooks, instructional media materials, and audiovisual equipment to students and staff; prepares and distributes overdue lists, reports, and notices; processes overdue and returned materials according to established procedures; clears fines from student accounts based on proof of receipt.
- Physically processes new and donated textbooks, library and reference books, periodicals, and other instructional materials according to approved procedures; checks packing slips to ensure accuracy of order; stamps, bar codes, and affixes spine labels to new materials; adds new titles, replacement prices, budget codes, and home locations to the automated database as appropriate; shelves and re-shelves books, textbooks, and instructional materials.
- Assists students and staff in locating and selecting books, textbooks, and materials and in researching materials for classroom use; coordinates the schedule of visits to the library by various classes.
- Cleans, mends, covers, and repairs damaged books and other media materials; weeding out and discarding of old books and materials according to established procedures; deletes discarded titles from automated library database as appropriate.
- Prepares and maintains records on circulation and distribution, books and materials received, lost, and damaged, overdue books and materials, and student and staff use of books, textbooks, and instructional materials; conducts periodic and annual inventory of books and materials.
- Troubleshoots technical issues related to textbook software.
- Organizes and oversees annual school-wide textbook distribution and return process.
- Operates a computer terminal and software packages related to cataloging, bar coding, inventorying, and maintaining records; assists others in the use of related computer software as necessary.
- Performs general clerical duties in the central office, ~~including answering phones, laminating, filing, composing letters, photocopying~~, and other support **under emergency circumstances.**
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology, practices, and procedures applicable to performing library and/or textbook support duties, including acquisition, circulation, maintenance, and distribution procedures and policies, the Dewey decimal classification systems, and card/computer cataloging systems.
- Books and materials appropriate for specific age groups and grade levels.
- Operation of library and textbook support services equipment, systems, and support tools, including common reference tools and materials.
- Modern office practices, methods, and computer equipment and applications related to assigned work.
- Principles of record keeping and file maintenance.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the parents, students, and District staff.

Ability to:

- Process, distribute, and shelve books, textbooks, and instructional media materials and assist students and staff in the selection and use of books, textbooks, and instructional media materials.
- File materials alphabetically, chronologically, and numerically with accuracy, speed, and minimal supervision.
- Learn, interpret, and apply District rules, regulations, policies, and procedures.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Observe and control student behavior according to approved policies and procedures.
- Maintain assigned work area in a neat, safe, and secure manner.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- Equivalent to the completion of the twelfth (12th) grade **required.**
- One (1) year of general clerical or instructional experience working with students in an organized setting, preferably in a library environment**, desirable.**

PHYSICAL DEMANDS

Must possess mobility to work in a library or office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to push and pull carts. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file books and information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds, with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in a library environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees must utilize positive interpersonal skills while working with a variety of people including staff, students, parents and/or the public to implement departmental policies and procedures.