Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **LIBRARY MEDIA TECHNICIAN - High School**
Department: Educational Services
Reports To: Site Administrator and/or District Librarian

SUMMARY:
Under direction, to coordinate and oversee the day-to-day operations of a school Library; and to perform specialized technical/clerical duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Responsible for coordinating and overseeing the daily activities of the library to which assigned without direct, on site professional supervision.
- Responsible for supervising and performing a variety of technical and clerical duties related to the acquisition, processing, and circulation of books (including dissemination of textbooks) and non-book media, and oversees student assistants assigned to the facility.
- Ensures the smooth and efficient daily operation of the facility.
- Plans and implements appropriate procedures according to policies.
- Trains, schedules, assign, evaluate and oversee the work of student assistants.
- Assists faculty and students in identifying needs, locating, using, and ordering materials.
- Trains staff and students on the use of the library including both technology and hard copy books.
- Performs reference duties by helping students and staff to become more efficient in finding material both in books and on the internet for research projects.
- Works with instructional staff, including college prep and CTE instructors, to integrate use of library resources into curriculum.
- Orders, receives, catalogs and displays new materials including hardware, software, books, journals and other research materials.
- Coordinates and supervises the College/Career Center; orders materials and guides students in its use.
- Works with school counselors to support College/Career searches and College/Career information nights.
- Develops forms, notices, filing systems, and procedures
- Conducts yearly inventories of holdings.
- Checks and revises catalog and shelf list cards.
- Supervises patron use of the facility.
- Supervises and participates in the collection of fines and fees.
- Maintains daily circulation statistics.
- Distributes, stores, and maintains inventory control of study materials.
- Prepares and maintains lists of available materials.
- Previews media and prepares descriptive cataloging.
- Maintains budget records and controls.
- Maintains master inventory and financial records.
- Assists faculty and students by supporting Peer Tutoring
- Troubleshoots and performs minor repairs on District student computers and related equipment
- Coordinate the distribution and collection of the library's student learning devices; bar-code, checkout and maintain records of daily loaners; issue passwords for students.
- Prepare lists for loaner student learning devices and submit for billing when not returned and/or damaged.
- Coordinate student learning devices operations, issues or concerns with site-based or

District-based technology staff.
- Submit Help Desk tickets as required and track.
- Performs other related duties as assigned

QUALIFICATION REQUIREMENTS:
Under direction, to coordinate and supervise the day-to-day operations of a school library; to perform specialized technical/clerical duties; and to do related work as required. Have knowledge and experience of computers to be able to perform required technology duties.

EDUCATION and/or EXPERIENCE:
Four year college degree preferred, preferable in education, English/Language Arts, Library Science or other college/career related field. Two years of increasingly responsible experience in a library or audio-visual center preferred.

OTHER SKILLS and ABILITIES:
Knowledge of Library practices, terminology and procedures, principles and methods of ordering books. Knowledge of reference sources, books, and authors, knowledge of general and library clerical methods and procedures. Ability to type at 40 words per minute. Ability to communicate clearly and concisely both orally and in writing and ability to develop effective working relationships with students, staff, and the school community.

A qualified professional must possess good updated knowledge of information sources with specialized skills in selecting and organizing library materials. As the use of the internet has greatly expanded, a Librarian must know how to use these resources and must be knowledgeable enough to guide users on the use of information available in them.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to students, staff and parents.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

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; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally required to stand or walk. The employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually quiet. Work is performed indoors.