



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



LIBRARY/INSTRUCTIONAL MATERIALS TECHNICIAN

JOB SUMMARY:

Under general supervision, performs responsible paraprofessional library duties associated with operating and maintaining a central district library resource center; orders, receives, processes and circulates library books and instructional materials; serves as a resource regarding print materials and library automation; functions as a liaison between school site library specialists and the District office..

CLASS CHARACTERISTICS:

The Library/Instructional Materials Technician provides a central district library that supports the educational program of the school District. This position is characterized by wide-ranging responsibilities in support of ordering, receiving, processing and putting into circulation library resources and instructional materials used throughout the District. The incumbent must have knowledge of existing library resources and provide training and/or support to School Library Specialists in existing or new technology and automated library systems as they are implemented in the District. This position is pivotal in facilitating the Districts educational purposes and the efficient operations of school libraries district wide.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Operate, and coordinate functions of District Library Resource Center; *E*

Following established guidelines and procedures, coordinate the ordering, receipt, processing and circulation or distribution of instructional materials such as textbooks, library books, and related support materials; *E*

Collect data for reports and prepare reports related to the inventory and/or ordering of instructional and library material; *E*

Maintain records of instructional materials funds; *E*

Implement procedures for distribution and recording of instructional, library and other support materials; *E*

Maintain the District inventory of educational materials and books, assist in school library inventories; *E*

Process books by barcoding, inputting, sorting, and shelving materials for the central professional library; *E*

Maintain and monitor District library automation to assure efficient operations; *E*

Provide training and assistance to library staff as needed or upon request; *E*

Serve as technical resource to school libraries utilizing library automation and electronic resources; *E*

- Receive and fill school orders for books and materials, maintaining a record system for accountability; *E*
- Assist teachers and other district staff with library/media materials; *E*
- Compose and prepare correspondence, input/retrieve information utilizing data and word processing equipment;
- Prepare reports and summaries, cards, lists and other documents;
- Check, proofread, file, record information and data;
- Prepare requisitions, purchase orders and maintain accurate inventories;
- Make arrangements with staff and vendors for meetings and displays;
- Attend workshops and seminars as necessary to keep current on library methods and procedures;
- Coordinate the work of assigned help;
- Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from Assistant Superintendent, Curriculum and Instruction. May monitor and coordinate the work of assigned helpers.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Library terminology, procedures and practices;
- Library inventory principles and practices in an automated environment;
- Word processing, spreadsheet, data base, email, and internet computer applications;
- Dewey Decimal, Sears Subject Headings, American Library Association filing systems and standard alphabetical filing systems;
- Library/textbook management programs;
- Library reference sources, books, materials;
- Basic cataloging principles;
- Appropriate English usage, spelling, grammar and punctuation;
- Business office telephone techniques and etiquette;
- Basic mathematics.

Ability to:

- Provide reference assistance to teachers and school library staff;
- Perform difficult clerical work with speed and accuracy;
- Rapidly learn and apply library and other procedures and functions;
- Work independently without supervision immediately available;
- Operate a computer and rapidly learn the automated library circulation system;

- Maintain files, records of average complexity;
- Understand and follow oral and written instructions;
- Establish and maintain cooperative working relationships;
- Train staff and assigned help in the use of library materials, systems and procedures;
- Train staff, helpers, and volunteers in the use of library procedures and library management programs;
- Use word processing, spreadsheet, data base, email, and internet computer applications;
- Establish and maintain effective interpersonal relationships using tact, patience, and courtesy;
- Keyboard at a net corrected speed of 40 WPM.

EMPLOYMENT STANDARDS:

Education:

- Graduation from high school or equivalent.
- Supplemental college-level course work in library science is desirable.

Experience:

- Two (2) years of progressively responsible library work involving the processing of library materials including but not limited to circulation, processing, book selection, library organization, reference systems and practices.

LICENSES REQUIRED:

May be required to possess a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Frequently stands, walks and sits; occasionally stoops, bends and kneels; repeatedly bends and reaches over head; repetitively uses fingers on both hands simultaneously, twists or applies pressure with wrists and/or hands; frequently lifts, carries and/or pushes between 5-25 pounds; on occasion may lift up to 40 pounds; communicate clearly and is able to understand normal voice conversation; has depth perception, color vision/distinguishes shades, visual acuity sufficient to see small details in a typical library environment; uses a computer; works inside exclusively; is exposed to moderate amounts of allergenic dust; has direct contact with other district staff and may be exposed to minor contagious illnesses; frequently has high volumes of work and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 9/18/01

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Reviewed with no revisions 5/7/08

Revisions effective 5/10/12

Job Description Review and Revisions Effective: 11/14/2013