



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** LIBRARY MEDIA SPECIALIST

**REPORTS TO:** School Principal

**SITE:** All Schools

**CLASSIFICATION:** Classified Bargaining Unit

**WORK YEAR:** SDO + 10 Days

**SALARY:** Range 146 – Classified Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES:** June 8, 2023

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#### **JOB SUMMARY:**

Under general supervision, the Library Media Specialist performs a variety of technical and clerical library services including, but not limited to support for computer-aided library systems, leadership over day-to-day customer service operations of a secondary school library, and advanced assistance to library users that include and are not limited to reference, cataloging, bibliographic search, and circulation.

#### **CLASS CHARACTERISTICS:**

The Library Media Specialist provides technical library support services. Advancement to this level requires compliance with the education and experience requirements, and a demonstrated ability to organize, coordinate, and provide a full range of customer services encompassing circulation, advanced copy cataloging, intermediate reference, periodical research, coordination of computer usage, and textbook management. Technicians are also trained for and regarded as advanced users of specialized computer applications for libraries.

#### **ESSENTIAL FUNCTIONS:**

1. Serves as a senior-level resource for the library, ensuring adequate coverage for variations in student use, circulation, processing transactions, and collection of fines.
2. Maintains an automated circulation system by updating textbook, library materials, technology and student information such as student lists, due dates, and location of collection items. Associates textbooks with teachers, classes, and students. Researches and resolves basic technical issues, and referring complex problems to information technology staff.
3. Conducts physical inventory of all Library materials, technology and textbooks. Mends and repairs book and non-book materials. Disposes of damaged, out-of-adoption or outdated materials according to established procedures.
4. Places orders for books, and a variety of supplies for library use within pre-established parameters, procedures, and approvals. Maintains, monitors, and renews subscriptions, ensuring complete listing and documentation of holdings.
5. Receives new materials (books, media, technology or textbooks), enters into System, prepares for and enters into circulation (shelves).
6. Assists information technology staff with troubleshooting and upgrading of computer software applications, hardware, and peripheral equipment.
7. Coordinates scheduling and use of computer workstations and labs located in the library.
8. Provides instruction on the use of computers in the library and basic technical support to students using personal computer workstations.
9. Assists teachers by scheduling in-service tours and special study groups to blend in with the established operations of a school Library.
10. Conducts in-service classes and assists students and staff by answering questions on the use of the library, internal and external resources, and location of materials.
11. Assists students with bibliographic searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
12. Stays current with web based and digital/software resources to support the research process.
13. Provides support to library enrichment programs such as those for independent reading.
14. Facilitates communications with teachers and administrators about enhancements and changes to

- the library collection.
15. Communicates and monitors student conduct in the library.
  16. Participates with others to develop and communicate library use policies and guidelines.
  17. Coordinates, designs, and constructs library displays, bulletin boards, posters and signs.
  18. Maintains a clean and orderly environment.
  19. May coordinate or serve as a first point of contact for special projects such as library services, operations, data management, and inventory.
  20. Participates with other schools and sites where services are shared.
  21. Maintains and operates school equipment used in library including computers, copy machines, laminators, overhead equipment, AV equipment, and related clerical tasks in support of assigned functions.
  22. Performs other duties as assigned that support the overall objective of the position.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS: EDUCATION/TRAINING EXPERIENCE:**

The position typically requires an Associate’s Degree in library science curriculum and two years of experience in an academic library setting. A Bachelor’s in Library Science is preferred. Additional experience, preferably combined with a Library certificate, may substitute for some of the higher education requirement.

**KNOWLEDGE AND SKILLS:**

- In-depth procedural knowledge of library methods, practices and terminology including use of automated library cataloging and basic reference sources.
- Must have a complete understanding of numerical classification systems and other rules for cataloguing.
- Basic knowledge of machine readable classification and coding.
- Working knowledge of automated carding systems and records.
- Knowledge of and skill at conducting bibliographic searches.
- Working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, research, and database software used in education for data entry and retrieval.
- Basic knowledge of financial record keeping sufficient to process transactions and maintain a portion of a departmental budget.
- Sufficient human relations skills to convey specialized concepts to students in one-on-one and small group settings, and resolve urgent student needs.
- Sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums.
- Requires sufficient writing skills to document instructions on use of library services.

**ABILITY TO:**

- Must be able to perform all of the duties of the position with only general supervision and support.
- Follow detailed procedures such as standard library cataloging and filing rules.
- Use cataloguing software programs to download and transfer information onto library circulation programs, organize files for remote access, and instruct others.
- Learn and apply public access cataloging including class and teacher-to textbook associations.
- Maintain a well-organized and attractive library setting.
- Must be able to apply and explain library services, layout, rules, and policies.
- Must be able to maintain the circulation area in a manner conducive to support research and studying.
- Perform basic troubleshooting and orientation to personal computers.
- Deal courteously with student and teacher library patrons.

- Must be able to perform routine clerical and record keeping duties.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS:**

- Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Ability to sit, stand, kneel, stoop, reach, twist, walk, move carts, and grasp in order to shelve and retrieve books and materials.
- Ability to read fine prints.
- Ability to use a personal computer keyboard.
- Ability to reach to selves for placement of light-to-medium weight objects (less than 40pounds).
- Ability to hear and speak and carry on conversations in person and over the phone.
- Ability to tolerate moderate to high noise level in working environment.

**LICENSE/OTHER REQUIREMENTS:**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD EQUITY VISION**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.