

Position: Library Media Technician I	FLSA: Non-exempt
Department: Elementary and Secondary School Levels	Salary Grade: 13
Reports to: Principal or Designee	

### OVERALL OBJECTIVE AND SUMMARY

Perform a variety of clerical and technical library duties in a school library.

This is the first level in a library support career ladder. This position requires the ability to orient small groups of students to the library and operate a small library with minimal supervision. Incumbents at this level may support a District Library Media Specialist or equivalent teacher.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for the operation of a school library, with direction from the District Library Media Specialist, Principal, or designee.
- Assist students and staff with use of the library. Assist students in finding materials and teaching them to use various resources. Teach use of the library catalog system and the Dewey Decimal System.
- Assist in use of computers and programs - either typing (word processing programs) or searching for information and printing.
- Conduct in-service classes for students on topics such as general use of the library, periodical research, bibliographical search, Internet search, or use of electronic media.
- Work with teachers or District Library Media Specialist to select materials to support curriculum. Prepare purchase orders and other required paper work.
- Process new materials (books, media, textbooks or periodicals), enter into system, prepare for and enter into circulation (shelves).
- Develop and oversee various reading programs designed to stimulate student interest, ability and motivation in reading including story time, book talks or reading clubs.
- Assist in organizing and conducting periodic book fairs.
- Mend and repair books and non-book materials. Dispose of damaged or outdated materials according to established procedures. Conduct physical inventory of all library materials as needed.
- Maintain a well organized and attractive library setting. Design and construct library displays, bulletin boards, posters and signs. Maintain a clean and orderly environment.
- Operate a variety of audiovisual equipment in support of library services.

- Circulate, store, inventory, maintain, and make minor repair of audiovisual equipment.
- Demonstrate the use of audiovisual equipment used in education.
- Order books, periodicals, and other resources for library use following established District guidelines.
- Send notices, collect fines, and maintain associated records on lost, damaged, and overdue materials.
- May stock and sell various educational supplies related to the library. May collect monies and maintain records according to established procedures.
- Perform routine clerical and record keeping duties.
- Perform other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS

### Knowledge and Skills

- Requires knowledge of basic library methods, practices and terminology including use of library catalog systems and basic reference sources.
- Must understand the Dewey Decimal System of classification and basic cataloging methods.
- Requires strong communication skills.

### Ability 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.
- Maintain a well organized and attractive library setting.
- Apply and explain library rules, regulations and policies.
- Monitor and maintain acceptable student behavior.
- Treat library patrons courteously.
- Perform routine clerical and record keeping duties.
- Influence students' reading habits and to interact with staff and teachers on administration of library programs.
- Organize and prioritize projects.
- Type at a minimum rate of 40 words per minute from clear, legible copy and pass a qualifying clerical test.

## PHYSICAL ABILITIES

This position requires:

- Sufficient visual acuity to recognize letters and numbers.
- Hand-arm-eye coordination to use a personal computer keyboard.
- Ability to move carts, and reach shelves for placement of lightweight to moderate weight objects.
- Speaking and hearing to communicate in person or over the phone.

EDUCATION AND EXPERIENCE

The position requires equivalent to graduation from high school. Minimum of one year of experience in a library or instructional setting is desired.

LICENSES AND CERTIFICATES

Typing certificate for 40 wpm.