

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide library services related to the evaluation, acquisition, circulation, distribution and recovery of library books and reference materials at a school site. Provide general library assistance and information to students and staff. Supervise large groups of students utilizing the library during regular operating hours; train and provide work direction to student workers.

REPRESENTATIVE DUTIES:

Provide print and electronic resources to students in the library; oversee the circulation desk; check library books in and out; process incoming library books.

Conduct library orientation classes and provide a variety of library related information to students and staff including materials location, rules, policies and procedures; assist in locating and selecting appropriate resources; provide training to students regarding library technology including internet, databases, catalogs, research sites, printing and other computer software.

Research, select, order and process library books and materials for library circulation; confer with teachers regarding books and other library resources selected to enhance the curriculum; support teacher lesson plans through library functions; communicate with vendors regarding purchase orders, deliveries and acquisition of materials.

Monitor students in the library; assist students with book selection; develop and maintain knowledge of curriculum in all subject areas in order to evaluate, acquire, and develop appropriate bibliographies; promote reading and provide information on current events to students and staff.

Promote and maintain a positive library environment including displays, shelf order, and library bulletin boards; mend and repair library books and materials; arrange library to function in an accessible manner.

May assist in researching and providing information for library related grant applications.

Process, label and shelve incoming library books; update Dewey Decimal classification system order as required; assist with textbook check-in/check-out and collection; retrieve overdue library books; create and distribute library surveys.

Maintain library budget accounts; prepare and file student indebtedness slips as needed; notify students and teachers of overdue materials; collect and deposit library fines and other charges.

Supervise and provide training to student workers.

Maintain collections of media files, equipment and other items; research, evaluate and purchase DVDs, CDs and other media items in accordance with District policies and procedures; conduct periodical inventory of books, textbooks and other instructional materials as required; weed and discard obsolete library books and materials.

Perform a variety of clerical duties including typing, filing and duplicating; answer telephone as needed; maintain a variety of student, parent, faculty and staff information in an assigned database to relay dates, events and other pertinent library information; create library accounts.

Operate a variety of office equipment, including but not limited to, a copier, scanner and a computer and assigned software; troubleshoot library equipment and refer for repairs as appropriate.

Perform other duties as assigned related to job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical library skills related to the receipt, processing, distribution and storage of books and other library resources.

Library classification systems.

Library terminology, policies and procedures.

Modern office practices, procedures and equipment, and various computer software such as, but not limited to, Microsoft Word, Excel, and PowerPoint.

Record-keeping filing and proofing techniques.

Oral and written communication skills.

Telephone techniques and etiquette.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Bibliographic and reference materials.

Basic arithmetic skills.

Organizational techniques.

Basic knowledge of computerized library systems.

Principles and practices of providing work direction and guidance to students and others.

School curriculum.

Student and personnel confidentiality laws.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

Read, apply and explain library rules, regulations, policies and procedures.
Work independently with little direction.
Plan and organize work.
Meet schedules and time lines.
Circulate library materials according to established procedures.
Assist students, teachers and others in use of books, and related material and equipment.
File alphabetically and numerically with speed and accuracy.
Maintain accurate inventory and control records and files.
Operate a variety of office machines and equipment including calculator, copier, computer hardware/software.
Work cooperatively and effectively with others.
Train and provide work direction to others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Lift objects weighing up to 50 pounds using safe and proper methods and/or equipment.
Move objects weighing over 50 pounds using safe and proper methods and/or equipment.
Coordinate, schedule, provide demonstration and instructions of library materials and equipment for students and staff.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or high school equivalency, and two years increasingly responsible experience in a library or related environment and supplemental college level course work in library science desirable.

WORKING CONDITIONS:

School library and office environment subject to demanding timelines and constant interruptions.
Frequent lifting, climbing, bending and exposure to communicable diseases.