

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: LIBRARY MEDIA TECHNICIAN I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials at an assigned elementary or continuation high school site; assist students and teachers in the selection, location and use of library materials and equipment; process, shelve and maintain library materials and textbooks; assist students with the use of computers.

#### **DISTINGUISHING CHARACTERISTICS:**

Library/Media Technician I incumbents perform library and media functions in support of an elementary or continuation high school library. Incumbents perform duties in the receipt, inventory and distribution of textbooks for an assigned school site. The Library/Media Technician II performs library functions at a middle school or comprehensive high school site working with a larger library requiring more experience. Incumbents in this classification also provide assistance with audio and visual equipment needs.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials at an assigned elementary or continuation high school site; barcode textbooks and maintain textbooks inventories; oversee the organization, maintenance and cataloguing of books and instructional materials.

Assist students and teachers in the selection, location and use of library materials and equipment; assist students in researching instructional materials for classroom use.

Process, shelve and maintain library materials and textbooks; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; repair, mend and discard damaged books.

Assist students with age-appropriate reading as assigned; provide assistance with assigned reading programs; read aloud to students and classes visiting the library.

Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects.

Monitor inventory levels and order library materials as needed; perform research for library materials including books and media materials as assigned; confer with certificated staff regarding the purchase and selection of new library books and materials.

Monitor and maintain acceptable student behavior in the library.

Prepare and maintain a clean, organized and inviting library and media center; update and maintain bulletins and displays as assigned.

Maintain a variety of records related to purchase orders, overdue books and assigned activities; prepare and send out notices for overdue or damaged books and materials; participate in fundraising events or programs as assigned by the position.

Perform various clerical duties related to assigned activities such as compiling and duplicating materials, preparing lists and correspondence and processing forms and applications; answer telephone calls as needed; establish and maintain filing systems.

Operate a variety of office and library equipment including a telephone, copier, fax machine, printer, scanner, laminator, computer and assigned software.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns; respond to inquiries and provide information to students and teachers.

Provide work direction and guidance to parent volunteers and student assistants.

Attend meetings and trainings related to duties as assigned.

**OTHER DUTIES:**

Assist with Audio/Visual equipment needs as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Library practices, procedures, reference materials and terminology.

Library cataloging and classification including Dewey Decimal System and computer cataloging system.

Library reference materials and resources.

District curriculum, reading levels and appropriate reference materials.

Filing, indexing and inventory procedure.

Modern office practices, procedures and equipment.

Operation of a computer and data entry and retrieval techniques.

Record-keeping techniques.

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

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic math.

**ABILITY TO:**

- Learn, apply and explain policies, procedures, rules and regulations.
- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Learn curriculum, reading levels and appropriate reference materials.
- Assist students and staff in the selection, location and use of library materials and equipment.
- Process and shelve a variety of library materials.
- Monitor and maintain acceptable student behavior in the library.
- Read age and subject-appropriate stories to classes.
- Operate a variety of library equipment including a computer and data entry and retrieval systems.
- Perform clerical duties such as filing, duplicating and typing.
- Maintain library in a neat and orderly condition.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Understand and follow oral and written instructions.
- Communicate effectively both orally and in writing.
- Inventory, order, receive and assist in the selection of instructional materials and equipment.
- Make arithmetic calculations quickly and accurately.

**EDUCATION AND EXPERIENCE:**

Education: Graduation from high school or equivalent and completion of a minimum of 48 semester units of college coursework or an associate's degree or higher from a regionally accredited college/university. Coursework in Library Technology is desired.

Experience: Two years of experience working in a library or instructional setting.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Library environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting, standing and walking for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve books.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.