

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN II

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials at an assigned middle school or comprehensive 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; assist with the set-up of audio and visual needs for campus events and presentations as assigned.

DISTINGUISHING CHARACTERISTICS:

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 and provide assistance with audio and visual equipment needs. Library/Media Technician I incumbents perform library and media functions in support of an elementary or continuation high school library.

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 middle school or comprehensive high school site; barcode textbooks and maintain textbooks inventories; assist with the organization, maintenance and cataloguing of books, media items 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; monitor and maintain acceptable student behavior in the library.

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, weed and mend damaged books.

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; issue fines for overdue, damaged or lost library books and textbooks.

Operate a variety of office and library equipment including a telephone, copier, fax machine, printer, scanner, laminator, computer and assigned software; assist with the set-up of audio and visual needs for campus events and presentations as assigned; perform basic maintenance on audio and visual equipment as assigned; submit work orders to the appropriate department as needed.

Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects; assist students and staff in the use of various computer software programs; oversee use of computer lab as assigned.

Maintain inventories for library books, textbooks and materials; process and update information media devices and various technology into an assigned system for inventory purposes; generate requisitions as assigned and check in orders received by the library.

Prepare and maintain a clean, organized and inviting library and media center; update and maintain bulletins and displays as assigned; generate announcements for library activities as assigned; maintain and update visitation calendars and other library calendars as assigned.

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 and provide information to students; establish and maintain filing systems.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns; respond to phone calls and emails as assigned; respond to inquiries and provide information to students, teachers and parents as needed.

Assist with training and providing work direction and guidance to student assistants as assigned.

Attend meetings and trainings related to duties as assigned.

OTHER DUTIES:

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.

Audio-visual equipment and modern media materials.

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.
Operate audio and visual equipment related to assigned duties.
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: Three 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 and materials.