



## JOB DESCRIPTION

### Library Media Technician



<b>Reports to:</b>	Site or department supervisor	<b>Employment Group / Salary Range:</b>	CSEA Range J
<b>Dept:</b>	Educational Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	varies	<b>Formal Review Date: Board Approval Date:</b>	9/15/23 10/2/23

### PRIMARY FUNCTIONS

Under general supervision, oversees library operations and activities at one or more school site; provides paraprofessional library services relating to the acquisition, circulation, distribution and recovery of books and other instructional materials, including student devices; facilitates computer access of textbooks, research materials and instructional materials for students and teachers; processes and shelves books and instructional materials; provides backup to other school administrative support staff; may provide logistical support for meetings and school events; and performs related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides limited technical support to students, teachers and staff for electronic devices; requests assistance from Information Technology as required.
- Checks books, instructional materials, and student devices in/out to students and staff; coordinates, monitors and participates in shelving and reshelving books and materials; processes, labels, inventory and cover all library material; oversees maintenance of and maintains and organizes library shelves; performs minor repairs on books and materials as needed.
- Follows up on overdue, lost, or damaged books, materials and student devices and ensures appropriate corrective action is taken, including sending correspondence and invoices.
- With faculty assistance, selects, orders and distributes textbooks, library books and other instructional materials according to established procedures; confirms book, magazine and online subscription orders; processes and submits purchase orders; receives and inspects new library materials; reconciles shipments to purchase orders.
- Schedules and coordinates library use for class groups, visitors, meetings, special events and testing; demonstrates and assists students in the use of library resources to locate, research and select materials; assists students in accessing online educational materials and performing online research; encourages student reading and promotes specific books via presentations and discussions with students.
- Operates and performs routine maintenance and repairs to standard library and school office equipment; submits work orders for facilities maintenance and repair.

- Assists in school administrative support functions including support to students, parents, other staff and the public over the phone or at a public counter and routine clerical support and recordkeeping.
- Provides supervision for students in the library before and after school and during lunch periods.
- Generates assessment reports and supports small groups of students with reading and comprehension skills.
- Organizes and supports school site book fairs; develop student incentives to promote reading.
- May assist with maintaining and updating the school website and marquee.
- Provides support in Spanish at District's dual sites.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Graduation from an accredited two-year college with an associate degree, including six units of library science; and at least one year of experience performing paraprofessional duties in a library; or an equivalent combination of training and experience. Experience in a school district is preferred.

Two years of experience performing general administrative, financial, technical and/or customer service support duties may be substituted for the required education.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Terminology and practices related to technical and clerical work in a school library.
- Public desk etiquette and customer service practices.
- Operation of library equipment, library information systems and support tools, including personal computers, copiers, fax machines and student devices.
- Basic mending, binding and preservation techniques for library materials.
- Basic practices and procedures of collection management.
- Methods and techniques utilized in reference research to locate specific topics in a wide variety of subject areas.
- Classification methods in preparing library materials for organized storage and retrieval.
- District rules, regulations and requirements related to library operations.

### **Skills and Abilities to:**

- Understand, interpret, explain and apply library rules, regulations and policies.
- Advise students and staff on available resources and general use of the library.

- Perform routine reference searches using available reference tools.
- Process and shelve library materials.
- Prepare and maintain basic financial and statistical records accurately.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.
- Understand and be sensitive to and respectful of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions and under intensive deadlines.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion. The employee occasionally works outdoors exposed to weather conditions.

The employee may be required to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

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*Employee Signature*

\_\_\_\_\_  
*Date*

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*Name Printed*