

## **DINUBA UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: District Resource and Curriculum Services Technician**

### **BASIC FUNCTION:**

Under the direction of the Chief Academic Officer or designee, perform a variety of technical duties involved in the ordering, receipt, processing, cataloging, discarding, distribution, circulation and inventorying of District resources, including but not limited to: library books, textbooks, instructional technology, and instructional materials; utilize a computer to catalog resources, maintain automated records, and process and input cataloging data, records and information; create and maintain an accurate, uniform District Resource Inventory System.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical duties involved in the receipt, processing, cataloging, discarding, distribution, circulation and inventorying of District resources (i.e. library books, textbooks, instructional technology, and instructional materials); prepare and process books, textbooks, instructional technology, and materials for distribution to District school sites.

Create and maintain an accurate, uniform District Resource Inventory System; catalog and process district resources such as books, textbooks, instructional technology, and instructional materials for introduction into the District collection; prepare and affix barcode and spine labels; input and scan related information into assigned computer system.

Utilize an assigned computer system to establish, maintain and update records of District-wide resources; process, import and input cataloging data, records and information; utilize online cataloging tools; assure accuracy and completeness of data; troubleshoot system malfunctions or issues. Provide technical support to district employees, including site library technicians, as needed.

Monitor inventory levels of books, textbooks, instructional technology, instructional materials and other library supplies as assigned; coordinate, schedule, lead and travel to school sites to oversee and participate in conducting regular and periodic inventories; identify and report inventory needs and shortages; monitor site needs related to teacher's materials, textbooks, consumables, instructional technology, and other materials related to District textbook adoptions.

Assist with collection development, order books and supplies for site libraries; prepare purchase orders and requisitions according to established procedures; receive and inspect shipments of books and materials for damage and conformity to purchase order specifications, invoices and packing slips; review shipments to verify accuracy; identify, report and resolve shortages and discrepancies. Coordinate deliveries of resources to sites.

Coordinate communications and information related to library operations and activities; initiate and receive telephone calls as needed; provide technical assistance to school site staff regarding cataloging, inventory and related library functions; respond to inquiries and provide detailed information concerning related catalogs, tools, standards, books, materials, practices, techniques, instructional technology, and policies and procedures.

Compile information and prepare and maintain various records, reports and files related to assigned activities; update site ledgers as directed; generate reports for sites and the District; prepare California Department of Education library survey information.

Operate a variety of office equipment including a copier, printer, computer and assigned software; drive a vehicle to conduct work.

Monitor and assure proper levels of available materials and supplies in the Learning Resource Center (LRC) and warehouse.

Attend and participate in research webinars, County and District meetings as directed; maintain current knowledge of cataloging procedures.

Provide on-site library assistance during special library-related events (i.e. Book Fair, etc.)

Assist the District Teacher-Librarian with planning and implementation of library services across the district.

OTHER DUTIES: Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

Practices, procedures, tools and techniques involved in the ordering, processing and cataloging of library books, textbooks and other instructional materials.

Library practices, procedures, reference materials, resources and terminology.

Inventory practices, procedures and techniques.

Library cataloging and classification techniques.

Data control procedures and data entry operations.

## **District Resource and Curriculum Services Technician**

**Page 2**

General practices, standards, techniques and procedures involved in preparing, maintaining and updating automated catalogs.

Use and terminology of requisitions, purchase orders and invoices.

Record retrieval and storage systems.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software. Record-keeping and report preparation techniques.

Mathematic calculations.

### **ABILITY TO:**

Perform a variety of technical duties involved in the receipt, processing, cataloging, distribution, and inventorying of District library books, textbooks, supplies and instructional materials.

Utilize a computer to catalog materials, maintain automated records, and process and input cataloging data, records and information.

Prepare and process new books, textbooks and library materials for distribution and circulation.

Review and inspect shipments of books and materials to verify accuracy. Coordinate, lead and conduct regular and periodic inventories.

Identify and report inventory needs, shortages and discrepancies.

Research, assemble, and compile a variety of cataloging data and information.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a variety of office equipment including a computer and assigned software.

Type or input data at an acceptable rate of speed. Meet schedules and time lines.

Work independently with little direction.

Prepare and maintain narrative and statistical records and reports.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate's (AA) or higher degree or completed two years of higher education study supplemented by college-level course work in library science or related field and two years library increasingly responsible library experience including work with automated computerized catalog systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor work environment.

Constant interruptions.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and view a computer monitor.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Lifting, carrying, pushing and pulling 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.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: BA09/26/2024