

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: District Library Media Technician

Classification: Classified

FLSA: Non-Exempt

Reports to: District Administrator

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Possess an Associates degree in Library Sciences. Minimum of 5 years previous library services experience.

Experience and skill in library technical services such as cataloging, spreadsheets, processing of purchase orders, inter-location distribution of materials and development of on-line bibliographies.

SUMMARY

The District Library Media Technician functions as a liaison between the site level library media technicians and the district office. This position provides support to all library personnel, serves as the trainer for the site level library media technicians, trains and provides direction to new library media technicians, and provides statistical reports for all library inventory and circulation materials.

SPECIFIC RESPONSIBILITIES

1. Works closely with the Supervisor of Library Media Services in the implementation of the Library Media Services Plan.
2. Coordinates and calculates monthly circulation reports from each school site. Posts and maintains records for end of year report.
3. Organizes schedules and leads monthly meetings and/or training sessions on district library policies and procedures and any other relevant current information.
4. Acts as a liaison between all library media vendors/software companies and the site.
5. Provides information and assistance to all schools regarding ordering procedures. If necessary, researches information to complete orders.
6. Holds inventory workshops and coordinates end of year school site inventories. Receives, calculates and posts all inventory information.
7. Provides guidelines to school site library media technicians on the implementation of library skills matrix.
8. Visits school sites monthly to provide feedback on site-level library media concerns.
9. Consultation: Consult with administrators concerning appropriate learning objectives for children, planning of developmental and remedial programs, and the development of educational evaluation.
10. Receives and calculates records sheets from each school library regarding fines, lost materials, book fairs, donations, etc.
11. Provide and maintain library media services procedures manual.
12. Provide technical support for library media software programs.
13. Provides guidelines for use of flex scheduling.
14. Maintains a textbook database and creates reports for future book orders.
15. Maintains inventory and distributes textbooks to school sites as requested.
16. Assists in obsolete textbook process.
17. Provides clerical assistance to Supervisor as required.
18. Other duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge Of:

Automated Follett library program with skill level sufficient to problem-solve or train upon request; Strong background and knowledge of technical library principles and practices; Particular knowledge of acquisition of library materials, Dewey Decimal system as well as standard library reference sources; General office machines, computers and the internet..

Ability To:

Sufficiently lead and train others; organize, prioritize and plan; Communicate and interact with a wide range of formal and informal contacts including district staff and outside patrons and vendors; Analyze situations accurately and adopt effective course of action; Explain concepts, train staff and communicate technical information; Lift boxes during book/materials processing.

OTHER DUTIES and RESPONSIBILITIES

Under the direction of the Supervisor of Library Media Services, performs a wide variety of duties related to the efficiency of the organization through computerized library applications, staff training programs, and activity of library services. This is the highest level in the career ladder for the position of Library Media Technician.