

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Library Media Tech. I/II

Classification: Classified

Reports to: Site Administrator

FLSA: Non-Exempt

Range: Classified Salary Schedule

EDUCATION AND EXPERIENCE

Ability to type 35 net words per minute, required. Must be “Highly Qualified” (NCLB Compliant) having a high school diploma or equivalent and one of the following:

- 2 years of study equal to 48 units
- Associates or higher degree
- Ability to pass the instructional aide proficiency test

Library Media Technician I – Minimum requirement: Must be continuously enrolled in the twelve unit lower division Library Technology coursework. All remaining units must be completed within a one year period from hire date or what timeframe is practical due to course offerings.

Library Media Technician II – Certificate of Achievement in Library Science (22 units) or Associate in Science Degree in Library Technology or Bachelor’s degree with 12 units in library science coursework.

Two years of increasingly responsible clerical experience with Library Media Center experience preferred.

SUMMARY

Under the direction of an assigned Principal or Librarian, perform a variety of technical and clerical library duties involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

SPECIFIC RESPONSIBILITIES

1. Perform a variety of technical and clerical library duties involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site; compile, prepare and type correspondence, lists, reports, records and a variety of other materials related to library functions.
2. Coordinate circulation of library materials; check library materials in and out to students and staff using a computerized system and bar codes; shelve returned books and materials.
3. Develop and maintain school site library collection; research, review, select and prepare orders for new books, periodicals and reference materials according to established guidelines.
4. Assist students in researching materials for classroom use; assist students and teachers in locating and selecting materials; instruct students in proper methods of utilizing the library and reference materials; make library skills presentations as assigned; monitor and maintain acceptable student behavior in the library.
5. Receive and process new library materials; check orders against invoices, requisitions and purchase orders; prepare materials for introduction into the library materials collection.
6. Library Media Technician I/II (Continued)

7. Review, evaluate and select materials for addition to or deletion from the collection in accordance with established policy and procedure; determine appropriate materials to coincide with curriculum.
8. Organize and prepare library displays, decorations and bulletin boards; maintain the library in a neat and orderly condition.
9. Prepare and maintain records and reports related to assigned activities; maintain circulation statistics and prepare related reports; maintain a schedule of library use for classes.
10. Perform inventory on library materials as required; inspect materials for damage; perform minor repairs to damaged books and library materials; maintain records of lost or damaged books; weed obsolete materials.
11. Maintain records of overdue materials and send overdue notices to students and teachers; track the return or payment for lost materials; collect fines and payments for overdue and lost items; maintain related files.
12. Operate a variety of library and media equipment, including a computer, typewriter, copier and other related equipment; troubleshoot and repair equipment as needed.
13. Perform general clerical duties including typing, duplicating, answering telephones, ordering supplies and other clerical activities as needed.
14. Promote the use of the library by faculty and students; encourage lifelong learning and developing reading skills; read age/subject-appropriate materials to students as assigned.
15. Train and provide work direction to student assistants as assigned.
16. Perform related duties as assigned.

SPECIFIC QUALIFICATIONS

Knowledge Of:

- Modern library practices, procedures, software and terminology.
- Children's, young adult and adult literature.
- Operation of a computer and data entry and retrieval techniques.
- Books, authors and reference sources in a variety of areas.
- Library cataloging and classification.
- Record-keeping and report preparation techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Research methods.

Ability To:

- Perform a variety of technical and clerical library duties involved with the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.
- Assist students and teachers in the selection and location of library materials.
- Maintain library in a neat and orderly condition.
- Operate a computer and related peripheral equipment.
- Monitor and maintain acceptable student behavior in the library.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain schedules, records, files and lists and reports.
- Work independently with little direction.
- Prioritize and schedule work.
- Interpret, explain and apply school and District, library and school rules and policies.
- Process and shelve library materials.
- Complete work with constant interruptions.
- Understand and follow oral and written instructions.

-Communicate effectively both orally and in writing.

PHYSICAL ABILITIES

Library environment.

Constant interruptions.

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to shelve books.

Reaching overhead, above the shoulders and horizontally to retrieve and shelve books.

Lifting, carrying, pushing and pulling moderately heavy books, boxes, carts or other moderately heavy objects.

Climbing stepladders.

Revised (11.15.17) rr