CLASS TITLE: MEDIA SERVICES ASSISTANT II

DEFINITION: Under general supervision performs work of moderate difficulty supporting the implementation and management of computerized library systems; demonstrates library related software; trains and updates site staff on library and media related technologies, computer programs; monitors computer equipment and software; performs work in the media and instructional materials fields; provides clerical and technical support services; assists with print, non-print and computerized instructional materials and media, and audio-visual equipment; and performs related work as required.

EXAMPLES OF DUTIES: Provides on-going in-service training for library software users at various sites; including, but not limited to, automated check-out, electronic ordering, data collection management; prepares reports, as required; may maintain databases; checks and records information manually and electronically; compiles information for reports and inventories; prepares and maintains filing systems; interprets and relates procedures, regulations, and activities in media and instructional materials work; prepares and processes documents based on data obtained from records and other sources; orders, receives, prepares, repairs, and distributes media and instructional materials; may assist in coordinating media equipment installation composes and processes correspondence and memos, and prepares reports independently or with direction; operates office and media equipment; furnishes materials for review; records inventories; orders supplies; may set up displays; may provide in-service for media equipment; maintains media facility and resources; reproduces and distributes district licensed media materials and software; requires frequent travel between sites.

DESIRABLE QUALIFICATIONS:

Training and Experience: Training and verifiable expertise in the use of computerized systems; experience involving training/support of computerized library systems, training in computer applications including laserdiscs, c.d.'s and library and computer software; maintaining a collection of media and instructional materials; two years of increasingly responsible experience in performing high level clerical duties; completion of twelfth grade or equivalent; an equivalent combination of training and experience.

Knowledge of:

- District media procedures, practices and equipment
- Report preparation and business correspondence
- Basic training principles and techniques
- Correct English usage, spelling, grammar, punctuation and Arithmetic
- Library operations
- District policies and procedures

Skill in:

- Coordinating work activities with department/site management
- Communicating effectively both orally and in writing
- Maintaining a media and instructional materials facility and resources
- Maintaining office records and files
- Operating office machines, media equipment, and various computers and computer software (database, word processing and spreadsheet)
- Performing mathematical computations
- Establishing and maintaining effective working relationships
- Learning, interpreting and applying rules, procedures and regulations
- Planning, developing and coordinating effective training

Ability to:

- Work independently without specific instructions
- Develop training materials
- Compile information and prepare reports
- Follow written and oral instructions
- Perform low level maintenance of media equipment
- Support and implement district policies and procedures

Licenses:

- A valid California Drivers License

CST, Salary Range: 439
MT. DIABLO UNIFIED SCHOOL DISTRICT 5/99