

**CLASS SPECIFICATION  
Library Media Technician**

**GENERAL PURPOSE**

Under general supervision, provides technical library media services relating to the acquisition, circulation, distribution and recovery of textbooks, library and reference books, records and tapes and other instructional materials; processes and shelves instructional media center materials and assists students and staff in the selection of instructional media center materials; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

An incumbent of this class independently performs a wide variety of difficult and responsible duties related to providing library and media services. Library Media Technician is distinguished from Library Media Assistant in that an incumbent of the former class performs work of greater complexity and responsibility, including the acquisition of textbooks and more extensive cataloguing of library collection materials.

**ESSENTIAL DUTIES AND 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. There will typically be an assigned schedule for these duties.

1. Orders textbooks, library and reference books, periodicals, professional books, films, cassettes and records and other instructional materials according to approved procedures; receives and processes new library materials, verifying shipments with purchase orders; assures appropriate distribution as necessary.
2. Catalogs and processes new instructional materials such as textbooks, books, periodicals, pamphlets and audio-visual materials, using Dewey Decimal classification system; cross-references materials for library card catalog; maintains shelves and shelf list.
3. Assists students and staff in locating and selecting materials and in researching materials for classroom use.
4. Prepares and maintains records on circulation and distribution, reserve books, book cost data, new books received, lost and damaged books, overdue books, requisitions, purchase orders and student and staff use of instructional materials.
5. Supervises maintenance and use of multimedia equipment, including video equipment, sound equipment and projection equipment.
6. Prepares and types a variety of material including requisitions, purchase orders, bibliographies, correspondence, lists, notices, card files and reports.
7. Operates a computer and related software packages related to cataloging, bar coding, preparing bibliographies and maintaining records; assists others in the use of related computer software as necessary.

## **OTHER DUTIES**

1. May perform lead duties, training and providing work direction to other library personnel and student assistants; conducts in-service training to staff, student assistants and volunteers regarding library techniques and resources.
2. Attends in-service meetings and other meetings and workshops as assigned.
3. Reproduces a variety of instructional media materials as requested; mends and repairs damaged books.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Terminology and basic practices applicable to performing paraprofessional work in a school library.
2. Basic practices and procedures of library collection management.
3. Dewey decimal classification systems.
4. Operation and uses of library equipment, systems and support tools, including standard reference tools and materials.
5. Uses and operations of standalone and networked PCs and standard business software.
6. Methods and techniques for conducting Internet research.
7. Methods and techniques for troubleshooting and resolving computer hardware and software problems.
8. Correct English usage, grammar, spelling, punctuation and vocabulary.
9. Standard office practices, procedures and equipment.

### **Ability to:**

1. Provide technical library services relating to the acquisition, circulation, distribution and recovery of textbooks, library and reference books, audio-visual and other instructional materials.
2. Process and shelve instructional media center materials and assist students and staff in the selection of instructional media center materials.
3. Set priorities and plan and organize work to meet library goals and deadlines.
4. Understand, interpret, explain and apply library rules, regulations and policies.
5. Monitor and maintain acceptable student behavior in a library setting.
6. Operate a variety of standard office, audio-visual equipment and computers and related software packages.
7. Catalog a variety of library and media material.
8. Maintain records and files using alpha and numeric systems.
9. Make arithmetic calculations quickly and accurately.
10. Understand and follow oral and written instructions.
11. Type accurately at a speed necessary to meet the requirements of the position.

12. Work independently with a minimum of direction and work effectively with constant interruptions.
13. Communicate effectively orally and in writing.
14. Establish and maintain effective working relationships with students, parents, teachers, administrators and others encountered in the course of work.

**Education, Training and Experience:**

Two years of college-level course work in library science; and at least two years of progressively responsible experience in a library or media center, including work in acquisitions, cataloging, reference and compilations of bibliographies; or some combination of education, training and experience that produces the requisite knowledge and ability.

**Licenses; Certificates; Special Requirements:**

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or computers and standard office equipment; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with administrators, teachers, students, parents and others encountered in the course of work.

**WORK 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 individuals with disabilities to perform the essential functions.

The employee works in a school library, and the noise level is generally quiet.

Board Approval 10/2/2008