

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: LIBRARY MEDIA TECHNICIAN

BASIC FUNCTION:

Under direction of the Director, Education Services, performs technical and clerical duties related to the operation of the District Instructional Materials Center and provides assistance to staff. Organize and maintain textbook and supply warehouse.

REPRESENTATIVE DUTIES:

1. Understand cataloging as it pertains to LAUSD
2. Receive, prioritize, process, and distribute materials including library books and textbooks.
3. Update and manage online catalog.
4. Answer telephones; provide information; schedule appointments; receive requests for materials; talk to vendors regarding orders, and follow up on orders.
5. Order a variety of instructional materials including textbooks, library books, audio-visual materials and equipment, and media supplies and materials; process received materials according to approved procedures.
6. Process audio-visual and other non-print material; process requests from teachers for audio-visual materials for classroom use.
7. Process and fill requests for materials from staff; circulate materials to schools and staff according to established procedures.
8. Operate and maintain laminating equipment as necessary and assist staff in the use of this equipment.
9. Determine charges for lost or damaged materials.
10. Assist staff in the use of online catalog files and catalog cards and provide assistance as necessary.
11. Prepare and maintain a variety of reports.
12. Operate a variety of office and media equipment including, but not limited to, computer terminal and printer, calculator, copier, laminator, and audio-visual equipment.
13. Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Standard and acceptable library terminology, practices, and procedures

Dewey Decimal System

Standard library reference sources, books, and other library materials

Operation and use of computers

Alphabetizing and filing methods

Modern office practices, procedures, and equipment operation, including proficiency in digital and cloud-based tools.

Recordkeeping techniques

Correct English usage, grammar, spelling, punctuation, and vocabulary

Reading and writing communication skills

District organization, operations, policies, and objectives

Oral and written communication skills

Applicable sections of California State Education Code and other federal, state, and county laws, as well as District policies, rules, and regulations

Technical aspects of field of specialty

Interpersonal skills using tact, patience, and courtesy

ABILITY TO:

Process print and non-print instructional materials according to established procedures

Perform difficult clerical work with speed and accuracy

Make arithmetic calculations quickly and accurately

Understand and follow oral and written directions

Work cooperatively with others

Operate a variety of office and media equipment including computer, copiers, laminator, and audio-visual equipment

Work independently with little direction

Establish and maintain effective working relationships with others

Analyze situations accurately and adopt an effective course of action

Lift objects weighing up to 50 pounds

Meet schedules and timelines

Plan and organize work

Maintain records and prepare reports

Communicate effectively both orally and in writing

Demonstrate a commitment to Los Alamitos Unified School District's mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

- Graduation from high school and two years of library experience
- Eighteen (18) units of library technician training is desirable

WORKING CONDITIONS:

Subject to sitting for extended periods of time; frequent use of telephone; direct contact with the public, teachers, students, parents, and other staff requiring clear speaking and the ability to hear normal voice conversation; subject to many demands on time and constant interruptions; subject to emergency situations; threatening and obscene phone calls and noise; occasionally kneel, crouch, bend, stoop, stand, work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision; color vision, peripheral vision, depth perception and the ability to adjust focus; lift carry, pull, push up to 25 pounds; typical office environment subject to tight deadlines and working in difficult interpersonal situations.

SALARY RANGE: 68

ADOPTED BY PERSONNEL COMMISSION: June 10, 2026

APPROVED BY BOARD OF EDUCATION: June 23, 2026