

Library Media Specialist

Purpose Statement

The job of Library Media Specialist is done for the purpose/s of oversees library/media operations by maintaining library collection controls, documenting losses and monitoring procedures; implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource.

This job reports to Principal

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; operating standard office and library/media equipment; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: keyboarding; age appropriate activities; concepts of grammar and punctuation; stages of child development; and standard office software.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; establishing effective relationships; meeting deadlines and schedules; setting priorities; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some opportunity to affect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 40% walking, 30% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is desired.

Education (Minimum): Bachelors degree in job-related area.

Education (Preferred): Masters degree may be required for Library Media certification

Required Testing

None Specified

Continuing Educ. / Training

Continuing Education and Professional Development

Certificates and Licenses

Certification in Library Media

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade