Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**District Media Services Manager**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Support Services Administrative**	Pay Range:	**SS69H**
Prepared/Revised Date:	**August 1, 2024**	Job Code:	**38214**

SUMMARY: Responsible for acquisition and distribution of media materials ordered by schools and the District Media Center. Catalog and process materials for all school library media centers and the District Media Center. Communicate with vendors on purchase orders and collection analyses.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Catalog library materials using the Library of Congress rules of cataloging, MARC record format, and Dewey Decimal Classification System.
2. Assist, advise, and train site Media Specialists and library staff on library automation functions/management, library procedures, collection development, and modules.
3. Manage the District Media Center. Coordinate processing of media materials, determine priorities, establish timelines, maintain records, evaluate procedures, check-in materials received from schools, stamp ownership and price, and apply security strips.
4. Input purchase orders and expenditure transfers. Maintain individual records for all school media centers, MTS processing department, and other departments within MTS. Assist school Media Specialists with the acquisition process and status orders.
5. Serve as a consultant, answer questions, and provide professional advice, training, and support to school sites. Assist with the library automation system, update patron records, and perform other support responsibilities within the system.
6. Manage the district audio-visual operations including booking materials and equipment for teachers and staff, ordering supplies, and managing receipts
7. Provide leadership in establishing cataloging standards, rules, and procedures for the district media and school library media collection catalogs and provide leadership for school Media Specialists in library management, information literacy instruction, and curriculum integration.
8. Maintain and create support documents. Perform collection analyses for individual sites. Maintain and update media E-mail lists.
9. Assign permissions for staff and maintain the Library System calendar by manually re-entering new holidays and time periods for each new school year within the PSD online materials tracking system.
10. Conduct, facilitate, and prepare materials for workshops for school media center personnel.
11. Assist with bi-monthly elementary and secondary media meetings.

12. Transfer data between systems to update collection analyses for vendors using FTP and Z39.50. Delete and update bibliographical records for library automation system.
13. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate degree or two-year college certificate in Library Science or a related field
- More than three years and up to and including five years of experience in library system management experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Bilingual oral and written communication skills preferred
- Knowledge of Dewey Decimal and Library of Congress standards for cataloging
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of audio-visual equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Coordinator Media & Digital Ecosystems	
Direct reports:	This position has no direct supervisory responsibilities.	

- Responsible for planning, assigning and directing work; addressing complaints and resolving problems; assisting with interviewing, hiring and training employees; and assisting with appraising performance

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy			X	
Coordinate			X	
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X

VISION DEMANDS:	Required
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	