



## Classification Specification

### LIBRARY/MEDIA TECHNICIAN

<b>Department:</b>	Instructional Assistance/Media
<b>Reports To:</b>	Site Administrator
<b>Supervises:</b>	N/A
<b>Approval Date:</b>	June 24, 2020
<b>Revised Date:</b>	2010, 2020

#### **General Description:**

Perform technical library and media center functions at an assigned district high school site; oversee the distribution, collection, and processing of textbooks; participate in circulation and cataloguing activities; organize, distribute, and store library books, textbooks, and audio-visual materials; support students in the selection, location, and use of library materials and equipment; assist staff in the selection and requisitioning of library materials.

#### **Essential Duties and Responsibilities:**

- Perform a variety of tasks related to the processing, distribution, and care of the high school library/media center books and materials; process new materials and textbooks for integration into the media center.
- Verify enrollment, track inventory, and monitor condition of materials/library and textbooks received; obtain quotes from vendors to purchase materials needed for distribution of materials to students and staff in a timely manner.
- Oversee the distribution, collection, and processing of textbooks and material to and from students and staff; work with and assist students in accessing and obtaining library and media materials.
- Assist students and staff check materials/library and textbooks in and out of the media center.
- Assist students with utilizing computers for research projects; monitor and maintain acceptable student behavior.
- Evaluate and monitor the condition of materials/library and textbooks; assign assessed charges for damaged materials and textbooks; maintain and catalog materials and equipment; monitor, preserve and purge materials.
- Process new library materials and textbooks for integration into library/media center inventory or for distribution to classrooms and students.

- Receive, process, and distribute orders for center materials.
- Oversee the distribution of textbooks to students and staff.
- Present and orient students in the use of the media center and the use of the instructional materials available.
- Perform clerical duties related to the operation of the media center; establish and maintain filing systems.
- Maintain records of textbook inventory, including ordering and discarding.
- Prepare correspondence, including purchase orders, overdue notices, reports, and teaching materials.
- Assist parents with questions and problems regarding textbooks.
- Collect and refund money and maintain records of all transactions.
- Train and supervise student aides in a variety of duties specific to the library/media center operations, including re-shelve books/materials, process magazines, repairing damaged books.
- Maintain the calendar for library/media activities.
- Operate a variety of office, audio-visual, and library equipment including a computer and assigned software.
- Communicate with personnel, students, parents and outside agencies to exchange information and resolve issues or concerns.
- Assist in maintaining a neat, orderly, and attractive learning environment.
- Perform other duties as required, related to the primary job duties of the assigned position.

**Required Qualifications:**

**Knowledge of:**

- Functions, operations and maintenance of a high school library/media center.
- Library/media center practices, procedures, reference materials and terminology.
- Data entry and retrieval techniques.
- Library cataloging and classification.
- Filing and indexing procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- District policies and procedures for ordering, inventorying, and distributing textbooks and materials.
- Standard office methods, practices, and procedures.

**Ability to:**

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at a high school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Organize, distribute and store library, textbooks and audio-visual materials.
- Provide general and reference assistance to students and teachers.

- Learn curriculum, reading levels and appropriate reference materials.
- Monitor and maintain acceptable student behavior in the library.
- Process and shelve library materials.
- Inventory, order, receive and assist in the selection of instructional materials and equipment.
- Operation of a computer and assigned software.
- Maintain files and records.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written instructions.
- Maintain a cooperative relationship with those contacted in the course of work.
- Read documents written in standard English text.
- Work independently and follow through on assignments with minimal direction.

**Education:** One of the following: High school graduation or equivalent GED and the successful completion of a comprehensive exam in the areas of reading, math, and written language. Completion of an Associate of Arts (AA) degree. 48 units of course work at the college level.

**Experience:** Two (2) years of clerical experience, including one (1) year of library or media center experience or equivalent.

**Licenses, Certifications, and other requirements:**

- Successful completion of an exam that assesses the individual's ability to work with children.
- Proof of current and valid Tuberculosis screening.

**Desirable Qualifications:**

- N/A

**Working Conditions:**

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/library media center work environment.
- Moderate noise levels.
- Contact with students, teachers and staff.
- Fast-paced work environment with changing priorities.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Stand and/or walk for extended periods of time.
- Work sitting at a desk or table.
- Hear and understand speech at normal levels.

- Communicate so that others can clearly understand normal conversation.
- See for the purpose of reading or observing students.
- Bend, stop, kneel, and reach in all directions.
- Operate computers and other office equipment.
- Lift and/or move objects up to 50 lbs. in weight.
- Stand on a ladder up to 4 feet off the ground.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.