

LIBRARY/MEDIA TECHNICIAN I

DEFINITION

Under the general direction of the Director of Instructional Materials, performs a variety of technical functions pertaining to the circulation, distribution, display, and storage of library books, instructional materials, and non-print materials utilizing library automation; performs other related clerical and library related duties as assigned and/or required.

ESSENTIAL DUTIES

- plans and schedules the use of the library media center, equipment, and materials
- circulates instructional materials to students and staff
- maintains library records utilizing computer or online resources
- assists teachers and students in locating library material
- examines and repairs damaged library collection materials
- reviews circulation records and compiles lists or notices of overdue library materials
- performs a variety of library clerical functions including bar coding and stamping materials, adding copy information, entering and updating patron information, filing library materials, preparing bibliographies, routine correspondence, and other clerical library tasks
- assists instructional staff and students in the understanding and use of computer hardware and software applications, including library/media research skill development, the internet, and computer assisted instruction
- may perform or assist with the orientation and in-service training of volunteers, library media personnel, and student aides
- maintains a variety of inventory control records and participates in inventory review processes
- assists with reading incentive programs and book fairs
- works closely with site administrators and the instructional staff in the development of the library activities
- provides a positive instructional environment through the use of bulletin boards, thematic exhibits, and book displays

QUALIFICATIONS

Knowledge of: Modern office practices and procedures; correct English usage, spelling, grammar, punctuation, and mathematical concepts; policies, rules, and regulations pertaining to the acquisition, circulation, and distribution of library books, instructional materials, and media; library terminology and standard library practices, including a working knowledge of the Dewey Decimal Library classification system.

Ability to: Effectively perform technical library media functions; prepare and maintain a variety of records and files, and be able to present clear and comprehensive reports; understand and follow oral and written directions; effectively operate a micro-computer and use appropriate software applications; establish and maintain cooperative working relationships; understand the goals and objectives of the instructional program; understand the psychology and motivation of young students and children; exercise good judgment in applying procedures and in requesting assistance.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out essential job functions.

- will frequently exert 20 to 35 pounds of force to lift, carry, push, pull, or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: One year of responsible clerical experience involving general record keeping. Experience working in a library or instructional materials center is desirable, but not required.

Education: Verification of a High School diploma, a GED certificate, or a higher degree, and the completion of 48 semester credits of post secondary education; supplemental course work in technical library media operations or a library certificate is desirable.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.