

LIBRARY/MEDIA TECH. II

DEFINITION

Under general direction, performs a variety of responsible and highly technical functions pertaining to the acquisition, processing, distribution and storage of books, educational technology and a variety of instructional materials and media. Processes, classifies, catalogs and shelves media center material; coordinates activities with professional staff, school and/or other offices; does other related work as assigned and/or required.

ESSENTIAL DUTIES

- performs technical processing of instructional materials, including bibliographic records
- compiles and maintains requisition and purchase order files for instructional materials and textbooks
- supervises student library assistants in order to maintain proper library procedures; organizes daily assignments and coordinates the activities of library students
- compiles slide video/film requests; coordinates ordering and distribution of all videos/films
- supervises the routing of incoming and outgoing materials to departments/schools; circulates materials
- records all material costs and posts to purchase orders
- assists with reviewing catalogs and recommending materials for purchase
- maintains a professional library, including all books, pamphlets, periodicals, California codes and similar materials
- assists students, teachers, and administrators in reference and research work
- creates and maintains a data base, on a library management program, for circulation and on-line catalog
- assists students in utilizing electronic information technologies
- supervises student admittance to the media center
- maintains student and faculty library circulation files
- lifts, transports, arranges, stocks, shelves and boxes books and other instructional materials
- assists in creating an attractive, orderly and interesting library environment; performs minor housekeeping functions
- performs other related duties as assigned and/or required

QUALIFICATIONS

Knowledge of: Modern library functions, practices, procedures and terminology, including a working knowledge of library classification and research systems; modern office methods, practices and equipment; automated library management systems, including an on-line catalog; correct English usage, spelling, grammar and punctuation; basic mathematical concepts; student behavior management strategies.

Ability to: Organize specialized office and record keeping procedures; read and interpret technical materials; prepare standard bulletins related to library and media materials; assist others in bibliographic, reference and research procedures; perform clerical tasks of above-average difficulty; perform mathematical calculations with speed and accuracy; monitor student behavior; establish and maintain cooperative working relationships with administrators, teachers, students, other staff members and parents; understand and follow oral and written directions; effectively operate a micro-computer and use appropriate software applications; work effectively and with flexibility in an atmosphere of frequent interruptions and changes in task priorities.

PHYSICAL DEMANDS

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

- will frequently exert 10 to 30 pounds of force to lift, carry, push, pull or otherwise move objects; will occasionally lift objects weighing up to 50 pounds
- will walk or stand for extended periods while sitting some of the time, will occasionally be required to bend, stoop, crunch, 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 employment in a school or public library in a clerical or instructional position, within the last 10 years; a library technician's certificate may be substituted for the required experience.

Education: Verification of a High School diploma, a GED certificate, or a higher degree; verification of the completion of 48 semester credits of post secondary education, **which must include a minimum of 12 semester credits in library science or information/computer technology or education/liberal arts, completed within the last 10 years.**

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.

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