



## RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

### LIBRARY TECHNICIAN II

#### **DEFINITION:**

Under the general direction of an assigned Administrator or Supervisor, 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 job-related work as assigned and/or as required.

#### **ESSENTIAL DUTIES:**

- Perform technical processing of instructional materials, including bibliographic records.
- Compile and maintain requisition and purchase order files for instructional materials and textbooks.
- Supervise student library assistants in order to maintain proper library procedures; organize daily assignments and coordinate the activities of library students.
- Compile slide video/film requests; coordinate ordering and distribution of all videos/films.
- Supervise the routing of incoming and outgoing materials to departments/schools; circulate materials.
- Track, clear, and notify parents of lost books and fines.
- Record all material costs and post to purchase orders.
- Ensures every student receives the appropriate textbooks.
- Assist with reviewing catalogs and recommending materials for purchase.
- Maintain a professional library, including all books, pamphlets, periodicals, California codes and similar materials.
- Assist students, teachers, and administrators in reference and research work.
- Create and maintain a data base, on a library management program, for circulation and on-line catalog.
- Assist students in utilizing electronic information technologies.
- Supervise student admittance to the media center.
- Maintain student and faculty library circulation files.
- Lift, transport, arrange, stock, shelve, and box books and other instructional materials.
- Responsible for evaluating books and removing unapproved books.
- Evaluate and recommend books to be purchased.
- Create an attractive, orderly, and interesting library environment; performs minor housekeeping functions.
- Assess fines, generate and distribute fine notices to students and parents; rectify student fines between library and District databases from all previous years.
- Maintain the inventory of library books, textbooks, and supplemental materials and performs inventories on such materials.
- Perform other job-related duties as assigned and/or as required.

## **KNOWLEDGE AND ABILITIES:**

### **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.
- Operate a computer and use appropriate software applications effectively.
- Work effectively and with flexibility in an atmosphere of frequent interruptions and changes in task priorities.

## **EDUCATION AND 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.

### **EXPERIENCE:**

One year of experience in a school or public library in a clerical or instructional position; a library technology certificate may be substituted for the required experience.

Recent job-related experience within the last five years is required.

### **LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:**

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

### **PREFERRED QUALIFICATIONS:**

N/A

### **WORKING CONDITIONS:**

**ENVIRONMENT:**

**Indoor library work environment.**

**PHYSICAL ELEMENTS:**

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.

**POTENTIAL HAZARDS:**

N/A

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