



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

LIBRARY/TECHNICIAN II

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform 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 student assistants.
- Compile, order, coordinate and distribute Digital and E-Resource requests.
- Supervise the routing of incoming and outgoing materials to departments/schools; circulates materials.
- Track, clear, and notify students and parents of lost books and fines; rectify student fines between library and District databases from all previous years.
- Record all material costs and posts to purchase orders.
- Ensure every student receives the appropriate textbooks.
- Assist with reviewing catalogs and recommending materials for purchase; evaluate and recommend books to be purchased.
- 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 database, 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.
- Remove unapproved books.
- Create an attractive, orderly and interesting library environment; performs minor housekeeping functions.
- Maintain the inventory of library books, textbooks, and supplemental materials and perform inventories on such materials.
- Performs 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.
- Effectively operate a computer and use appropriate software applications.
- 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 or education/liberal arts.

EXPERIENCE:

Two years 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:

NA

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