

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of technical and clerical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and clerical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site; oversee the cataloguing of books and instructional materials.

Assist students and teachers in the selection, location and use of library materials; respond to inquiries and provide information to students and teachers; assist students in researching library materials for classroom, research and project use in accordance with course requirements.

Circulate library materials; check library materials in and out to students and staff using an assigned computerized system and bar codes; shelve returned books and materials; collect fees for lost, damaged and overdue books and copier machines as required; prepare related correspondence.

Instruct students in proper methods of utilizing the library and reference materials; assist students and staff with operating computers and other library equipment.

Perform various clerical duties related to assigned activities such as compiling and duplicating materials, preparing work orders, preparing lists and correspondence, answering telephone calls and processing forms and applications.

Operate a variety of office and library equipment and peripherals including a copier, scanner, printers, fax machine, calculator, computer and assigned software; perform minor maintenance and repairs on computer hardware and software; perform system back-ups as directed.

Prepare and maintain a variety of records and reports related to library books, instructional materials, student information, inventory, requisitions, purchase orders, catalogs, fees, financial activity and assigned duties; establish and maintain filing systems.

Communicate with District personnel and outside agencies to exchange information and assist in resolving issues or concerns related to library activities, inventory, purchase orders, curriculum, instructional materials, library software programs and assigned duties.

Monitor inventory levels of textbooks, instructional materials and other library supplies; order,

receive and maintain adequate inventory levels of textbooks, library materials and supplies as directed; maintain and perform minor repairs on books and equipment as needed.

Process new textbooks and library materials; input student, new textbook and other information into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized reports, notices and other documents as required.

Monitor and maintain acceptable student behavior in the library according to established policies and procedures.

Assist in training and providing work direction and guidance to assigned student helpers.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic functions, operations and maintenance of a school library.

Library reference materials and resources.

Library practices, procedures and terminology.

Basic math.

Operation of a computer and assigned software.

Record-keeping and report preparation 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.

ABILITY TO:

Perform a variety of technical and clerical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials at an assigned school site.

Assist students and teachers in the selection, location and use of library materials and equipment.

Learn District curriculum for various courses and related instructional and reference materials.

Maintain library in a neat and orderly condition.

Monitor and maintain acceptable student behavior in the library.

Process and shelve library materials.

Operate a computer and assigned software.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies and procedures.

Complete work with many interruptions.

Understand and follow oral and written instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or library experience.

WORKING CONDITIONS:

ENVIRONMENT:

School library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.
Climbing stepladders to shelve and retrieve materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

*Adopted by BOT 1/25/03
Revised BOT 1/23/06*