

## William S. Hart Union High School District

## Position Description

|  |                   |
|--|-------------------|
| Position: Library Media Technician               |                   |
| Job Family: Student Support Services             | FLSA: Non-exempt  |
| Approved by: Personnel Commission, Jan. 11, 2012 | Salary Range: 210 |

### **Summary**

Under the direction of the principal or assigned administrator, maintains an orderly, clean, and safe library for staff and students. Provides a variety of technical and clerical library services including, but not limited to technical support for computer-aided library applications, coordination and oversight of day-to-day customer service, advanced assistance to library users, and administrative support to a Librarian.

### **Distinguishing Career Features**

The Library Media Technician provides technical library support services in a secondary education environment. Advancement to this level requires compliance with the education and experience requirements and a demonstrated ability to organize, coordinate, and provide a full range of customer services encompassing circulation, reference, periodical research, research techniques, coordination of computer usage, and textbook management.

### **Essential Duties and Responsibilities**

- Provides customer service to students in locating information by orienting them to resources such as catalog, indexes, and location of materials. Participates in the full range of services the library provides, coordinating work of student assistants if assigned.
- Provides technical support to students who are using computers and computer aided resources such as, but not limited to accessing internet, search engines, accounts, and common formatting and document input/output problems.
- Circulates library materials. Processes outgoing and incoming materials by verifying student identification scanning, stamping due dates, receiving, verifying receipt-to-due date, and issuing/collecting late fees as required.
- Maintains the automated circulation system by updating information such as student lists, due dates, and location of collection items. Researches and resolves basic technical issues surrounding the automated systems, referring complex problems to information technology staff.
- Assists a Librarian with efficient scheduling and use of the library, including computer usage.
- May coordinate, participate, or assist in the storage, distribution, and receipt of textbooks to and from teachers and students. Documents textbook and other instructional material inventory. Inspects instructional materials for damage and aging.
- May place orders (books, media, textbooks, periodicals, or variety of supplies) for library use within pre-established parameters and procedures. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.

- Receives and processes new materials (books, media, textbooks, periodicals, or variety of supplies), enters into system, prepares for and enters into circulation (shelves). Affixes location numbering to library materials and enters onto an automated library record system using a personal computer.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.
- Assists students and staff by answering questions on the use of the library, internal and external resources, and location of materials.
- Assists the Librarian in supervising normal library use. Communicates and monitors student conduct in the library *before, during, and after school*. Participates with others to develop and communicate library use policies and guidelines.
- Provides basic-to-intermediate level reference services to students and staff using automated and manual resources.
- May perform bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Assists in maintaining certain aspects of the budgets.
- Maintains records for lost and overdue books and fines; records holds based on student account balances.
- Trains and oversees student workers.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts periodic physical inventory of all Library materials, matching to inventory levels contained in records.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, and may perform minor repair and operate a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices.
- Prepares reports for a Librarian or administrator, summarizing library activity, overdue materials, discrepancies in cataloguing, purchases, transactions, and inventory. Maintains up-to-date files.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Library methods, practices and terminology including use of library catalog and basic reference sources.
- Dewey Decimal System of classification.
- Automated carding systems and records.

- Personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, research, and database software used in education for entering and retrieving data.
- Financial record keeping sufficient to process transactions and maintain a portion of a departmental budget.
- Communication skills to convey specialized concepts to students and to resolve urgent student needs
- Arithmetic skills to arrange materials in numerical sequences and to calculate sums.
- Writing skills to document instructions on use of library services.

### **Abilities**

- Perform all of the duties of the position with only general supervision and support.
- Follow detailed procedures such as standard library cataloging and filing rules.
- Use cataloguing software programs to download and transfer information onto library circulation programs, organize files for remote access, and instruct others.
- Maintain a well organized and attractive library setting.
- Apply and explain library services, layout, rules, and policies.
- Maintain the circulation area in a manner conducive to support research and studying.
- Perform basic troubleshooting and orientation to personal computers.
- Deal courteously with library patrons including students, parents, and faculty.
- Perform routine clerical and record keeping duties.

### **Physical Abilities**

- Function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Stand for extended periods of time.
- Sit, kneel, stoop, reach, twist, walk, push, pull, and move carts.
- Visual acuity to recognize letters and numbers.
- Hand-arm-eye coordination to use a personal computer keyboard.
- Reach to shelves for placement of light-to-medium weight objects on an intermittent basis.
- Hearing and speech ability to carry on conversations in person and over the phone.

### **Education and Experience**

High school diploma or equivalent and certification of Library Media Technology and two years of clerical experience, preferably in a library setting; or an Associates Degree with 13 units of library science curriculum and one year of clerical experience, preferably in a library setting. Work experience in a library environment may substitute for the Associates Degree requirement on a two-year for one-year basis.

### **Licenses and Certificates**

May require a valid driver's license.

### **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards. May be assigned to more than one work location.