LIBRARY MEDIA TECHNICIAN I

Definition
Under supervision of the school principal, performs a wide variety of responsible tasks related to the school library.

Examples of Essential Duties
1. Be responsible for the library books and periodical budgets;
2. Order and receive books and periodicals selected for purchase;
3. Type and process orders, reports, bibliographies, forms, library schedules, and catalog cards;
4. Maintain all files including the card catalog;
5. Check books in and out;
6. Enter and delete MARC records in the computer;
7. Input an maintain patron information in the computer;
8. Keep track of lost, damaged, and overdue books and write notices of overdue books;
9. Keep track of payments made on lost, damaged, or overdue books;
10. Make repairs on damaged books;
11. Monitor students in the library;
12. Shelve incoming books;
13. Maintain current inventory of supplies and suggest items for acquisition as needed;
14. Maintain the displays and bulletin boards and be responsible for the neatness of the library;
15. Receive suggestions and suggest items for acquisition as needed;
16. Weed the collection and delete records from the computer, if computerized, or take out all pertinent catalog cards;
17. Provide resources for teachers upon their request to support the curriculum;
18. Keep track of the number of items circulated from the library to compile reports for the principal;
19. Attend Library Development Meetings and workshops as necessary;
20. Supervise student assistants;
21. Participate in library grant writing proposals;
22. Instruct students in reference materials for research purposes;
23. Perform other related duties as directed.

Qualifications
Demonstrate aptitude for the work to be performed.

Education:
High school diploma or equivalency and enrolled in an accredited college library certificate program leading to a Certificate of Achievement in Library Technology or a Library Technician Certificate. The certificate must be completed within four (4) years of employment.

Federal "No Child Left Behind Act" Requirements:
- AA Degree or
- 48 semester units of college credit or
- pass the Fresno County Office of Education Paraprofessional Test

Experience
Previous experience in a school or public library;

License
Valid California Drivers License

LIBRARY MEDIA TECHNICIAN II
Must have earned a Certificate of Achievement in Library Technology or a Library Technician Certificate from an accredited college library certificate program.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is regularly required to sit; repeat the same hand, arm or finger motion to operate computers or laminating machines; and talk or hear. The employee is occasionally

Amended 4/20/92; Amended 10/97; Amended 6/15/9; Revised 1/27/04

required to stand or walk. the employee must frequently push or pull up to 25 pounds and occasionally up to 75 pounds such as TV/VCR carts and boxes of books. Specific vision abilities required by this job include close vision and ability to tell differences among colors.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The noise level in the work environment is usually quiet. Work is usually performed indoors.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Amended 4/20/92; Amended 10/97; Amended 6/15/9; Revised 1/27/04