

**JOB DESCRIPTION**  
**Pleasanton Unified School District**

**LIBRARY/MEDIA TECHNICIAN**

**Purpose Statement:**

The job of Library/Media Technician is done for the purpose/s of maintaining the District's library/media materials for school sites; monitoring funding/budgets; developing cost projections; performing a variety of functions related to ordering, processing, distributing, maintenance, and inventory of library media center and/or School Library materials and textbooks.

**Essential Functions**

- Coordinates off air programming and videotaping for the purpose of developing Media Center collection and/or providing materials as requested.
- Inventories library materials, textbooks, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains library collection (books, periodicals, maps, globes, videos, etc.) and textbooks (e.g. checking in/out, repairing, shelving, weeding, etc.) for the purpose of ensuring the availability of individual library books, textbooks and materials.
- Oversees (e.g. ordering and receipt of library materials and textbooks, district software licenses, budgets. etc.) for the purpose of maintaining library collection within defined budget and/or ensuring compliance with licensing regulations.
- Performs functions relating to email and/or library technology (e.g. help desk, budgeting, ordering equipment/materials, off air video taping, etc.) for the purpose of maintaining District Media Center collections and/or supporting classroom technology.
- Performs routine maintenance and operating checks on media/technology equipment (e.g. barcoding, physical inventory, etc.) for the purpose of ensuring availability of equipment for school site use.
- Prepares computerized and manual reports (e.g. collection statistics, budget reports, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes orders (e.g. library books, periodicals, videos, textbooks, films, etc.) for the purpose of maintaining library/video collection controls district wide as assigned.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**Job Requirements; Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; performing standard clerical procedures; utilizing equipment used in recording and tape duplication; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of library operation; age appropriate instructional materials; and classic and contemporary literature.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and use job-related equipment including a pallet jack. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: working with frequent interruptions; multi-tasking; working with detailed information/data; meeting deadlines and schedules; communicating with diverse groups; being attentive to detail; and adapting to changing work priorities.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under a generally hazard free environment and in a clean atmosphere.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

Pre-employment Proficiency Test

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Library Technician Certificate

**Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 14