

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

**LEAD LIBRARY/MEDIA AND TECHNOLOGY SUPPORT SPECIALIST**

**Purpose Statement:**

The job of Lead Library/Media and Technology Support Specialist is done for the purpose/s of supporting critical District administrative functions and serving on behalf of assigned administrators; communicating information to school and district personnel; providing confidentiality and system of access to information; administers District email system; maintaining the District's library/media materials for school sites; manage and maintain the Staff Resource/Media Center; monitoring funding/budgets; developing cost projections; performing a variety of functions related to ordering, processing, distributing, maintenance, and inventory of Staff Resource/Media Center and/or school library materials and textbooks.

**Essential Functions**

- Monitors all aspects of District email system to assure accurate authorized use and access with emphasis on security (e.g. coordination with Human Resources to create, transfer, terminate accounts and maintenance of global groups; track temporary accounts for timely termination of access).
- Performs a variety of technical and specialized functions relating to email and/or library technology (e.g. help desk, troubleshoot problems, budgeting, ordering equipment/materials, off air video taping, district electronic catalog) for the purpose of maintaining District email and Staff Resource/Media Center collections and/or supporting library and classroom technology.
- Maintains all aspects of student email accounts utilizing specialized software (e.g. account password issues, ongoing assistance, respond to inquiries from parents and students).
- Monitors and manages multiple budgets (Technology, Media and Library), for the purpose of maintaining library/video collection, District software and hardware needs, ensuring compliance with licensing regulations, maintaining department offices within defined budget. (e.g. library materials and textbooks, budgets, software licenses, office supplies)
- Processes orders (e.g. library books, periodicals, videos, textbooks, films) for the purpose of maintaining library/video collection. Process software licenses including multi volume software licenses ensuring compliance with manufacturers stipulated regulations. Controls and track receipt of purchases in a timely manner. Requires a higher knowledge of and understanding of technology terms.
- Manages logistics for ongoing technology projects to ensure components, labor and installation proceed in a timely manner to ensure completion of project.
- Monitors all ongoing software, hardware and support contracts to ensure renewals are completed on a timely basis, regular software upgrades are completed and funds are available.
- Prepares reports (e.g. collection statistics, budget reports, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs) from various sources for the purpose of providing documentation and information to others.
- Attends meetings, workshops and conferences as assigned (e.g. compliance updates, software, budget, planning) for the purpose of representing the assigned administrators and conveying and/or gathering information.
- Composes documents and written materials (e.g. correspondence, bulletins, newsletters, calendars, budgets, memos, training manuals) for the purpose of documenting events, providing and/or requesting information.
- Provides direction, coordination and facilitates training on a regular basis for all library staffs (e.g. library procedures, policies, copyright guidelines, software updates, circulation software, timely operational functions, security of data) to assure optimum library services for students.
- 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) and textbooks (e.g. checking in/out, repairing, shelving, weeding) for the purpose of ensuring the availability of individual library books, textbooks and materials.
- Performs routine maintenance and operating checks on media/technology equipment (e.g. barcoding, physical inventory) for the purpose of ensuring availability of equipment for school site use.
- Maintain list of qualified substitutes and coordinate placements as needed.
- Provide assistance and maintain audio visual equipment in meeting and training rooms as needed.

**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 multiple, technical tasks with a need to periodically 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; planning and managing projects; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: PC hardware knowledge; business software applications; training materials and presentation techniques.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify 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; being attentive to detail; and working with detailed; information/data; communicating with diverse groups; and meeting deadlines and schedules.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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 stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under a generally hazard free environment.

**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 30