

## **LIBRARY/MEDIA TECH. II**

### **DEFINITION**

Under general direction, performs a variety of responsible and highly technical functions pertaining to the acquisition, processing, distribution and storage of books, educational technology and a variety of instructional materials and media. Processes, classifies, catalogs and shelves media center material; coordinates activities with professional staff, school and/or other offices; does other related work as assigned and/or required.

### **ESSENTIAL DUTIES**

- performs technical processing of instructional materials, including bibliographic records
- compiles and maintains requisition and purchase order files for instructional materials and textbooks
- supervises student library assistants in order to maintain proper library procedures; organizes daily assignments and coordinates the activities of library students
- compiles slide video/film requests; coordinates ordering and distribution of all videos/films
- supervises the routing of incoming and outgoing materials to departments/schools; circulates materials
- records all material costs and posts to purchase orders
- assists with reviewing catalogs and recommending materials for purchase
- maintains a professional library, including all books, pamphlets, periodicals, California codes and similar materials
- assists students, teachers, and administrators in reference and research work
- creates and maintains a data base, on a library management program, for circulation and on-line catalog
- assists students in utilizing electronic information technologies
- supervises student admittance to the media center
- maintains student and faculty library circulation files
- lifts, transports, arranges, stocks, shelves and boxes books and other instructional materials
- assists in creating an attractive, orderly and interesting library environment; performs minor housekeeping functions
- performs other related duties as assigned and/or required

### **QUALIFICATIONS**

**Knowledge of:** Modern library functions, practices, procedures and terminology, including a working knowledge of library classification and research systems; modern office methods, practices and equipment; automated library management systems, including an on-line catalog; correct English usage, spelling, grammar and punctuation; basic mathematical concepts; student behavior management strategies.

**Ability to:** Organize specialized office and record keeping procedures; read and interpret technical materials; prepare standard bulletins related to library and media materials; assist others in bibliographic, reference and research procedures; perform clerical tasks of above-average difficulty; perform mathematical calculations with speed and accuracy; monitor student behavior; establish and maintain cooperative working relationships with administrators, teachers, students, other staff members and parents; understand and follow oral and written directions; effectively operate a micro-computer and use appropriate software applications; work effectively and with flexibility in an atmosphere of frequent interruptions and changes in task priorities.

### **PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 30 pounds of force to lift, carry, push, pull or otherwise move objects; will occasionally lift objects weighing up to 50 pounds
- will walk or stand for extended periods while sitting some of the time, will occasionally be required to bend, stoop, crunch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EXPERIENCE AND EDUCATION**

**Experience:** One year of employment in a school or public library in a clerical or instructional position, within the last 10 years; a library technician's certificate may be substituted for the required experience.

**Education:** Verification of a High School diploma, a GED certificate, or a higher degree; verification of the completion of 48 semester credits of post secondary education, **which must include a minimum of 12 semester credits in library science or information/computer technology or education/liberal arts, completed within the last 10 years.**

**License Requirement:** Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:** Insurability by the District's liability insurance carrier may be required.

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