



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

LIBRARY/MEDIA TECHNICIAN I

DEFINITION:

Under the direction of the assigned Administrator or Supervisor, perform a variety of functions related to the acquisition, processing, cataloging, storage, circulation, and recovery of library books, reference books and assigned media items at the District's elementary school library; provide assistance to students and staff in the use of library; organize and clean shelves; ensure that books are returned to their proper location; process various reports and collect fines as needed; oversee and assist with monitoring student behavior in the library; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and assist with circulation of instructional materials at an assigned elementary school.
- Provide training, information and assistance to students, teachers and volunteers in the use of library materials; provide information about library rules, book care and the layout of the library; assist students in researching print and online materials for classroom use.
- Prepare and maintain various reports and records including catalog records, overdue lists, and lost books.
- Maintain an automated circulation, cataloging system and book labels; prepare, shelf lists, memos and book orders.
- Prepare and maintain a clean, organized and inviting library and media center; shelve returned books and materials according to the library classifications as assigned; straighten bookshelves, weed collection of worn, damaged or outdated materials; lift, transport, shelve and box books. Plans and schedules the use of the library media center.
- Maintain a variety of inventory control records and participates in inventory review processes of library materials.
- Maintain records of overdue materials; explain library policy and contact students, teachers and parents regarding overdue library materials; prepare overdue notices; record clearance of paid fines in assigned systems.
- Assist teachers in monitoring students when visiting the library and assist students in checking books in and out; read age and theme appropriate books aloud to students during library visits. Perform minor, non-technical repairs on damaged books.
- Train and assist library volunteers and other library personnel in basic library functions and procedures.
- Inventory and maintain records of library materials; assist in researching and locating materials for classroom use.
- Receive telephone calls regarding library procedures and functions; respond to inquiries and provide information to students, teachers and parents.
- Create and install displays; maintain library media center bulletin boards as assigned.
- Operate a computer, printer, laminator and other office machines and software as assigned.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

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 online catalog.
- Correct English usage, spelling, grammar and punctuation.
- Basic mathematical concepts.
- Student behavior management strategies.

ABILITY TO:

- Organize specialized office and recordkeeping 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.
- Operate a computer and use appropriate software applications effectively.
- Work effectively and flexibly in an atmosphere of frequent interruptions and changes in task priorities.

EDUCATION AND 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.

EXPERIENCE:

One year of clerical experience involving general record keeping; a library technology certificate may be substituted for the required experience. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, library work environment.

PHYSICAL ELEMENTS:

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 35 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, crouch, 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.

POTENTIAL HAZARDS:

NA

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