

TECHNICIAN II-LIBRARY/MEDIA

DEFINITION:

Under the supervision of the Principal, performs complex clerical and technical tasks in library or computer and media work at an assigned high school site; assists students and staff in learning to use the library, media devices and computers in classroom and labs.

DISTINGUISHING CHARACTERISTICS:

Incumbents in this classification perform library and media support duties at an assigned high school. Incumbents provide more complex support with various library functions and media device usage by students and teachers and coordinate a larger inventory of textbooks for a larger school enrollment. The Technician I-Library/Media position is assigned to an elementary school site and performs a variety of library media duties for a smaller school enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs various clerical and technical tasks in library or computer work at an assigned high school site; assures activities adhere to District Technological Resource Policies and Procedures.
- Performs various circulation procedures including overseeing the preparation of overdue notices, previewing materials and maintaining records of equipment loans and returns.
- Participates in textbook management including distribution and inventory as assigned.
- Assists students and teachers in the selection, location and use of library materials and media equipment; assists students in researching instructional materials for classroom use.
- Assists staff in preparing learning packets for student use as assigned.
- Assists students and staff with library, computer and media device skills.
- Reviews, selects, orders and processes library, computer and media materials according to established standards.
- Types letters, reports, invoices, requisitions, cards, lists and other materials from copy, draft and machine recordings.
- Maintains accurate files and inventories of textbooks, library books, audiovisual hardware, computers and computer software.
- Processes library and computer materials with appropriate property markings, jacketing, packaging and storing.
- Maintains circulation records and prepares reports related to assigned activities.
- Backs up library data on regular intervals as assigned; tracks lost and overdue materials according to established procedures.
- Maintains an accurate up-to-date computer circulation and cataloguing system for books and media devices.
- Maintains acceptable student behavior while visiting the library and media center according to established procedures.
- Assists with the scheduling of computer labs and technology carts as assigned; assists with scheduling library visitation as assigned.
- Assists with training and preparing work schedules for student assistants and parent volunteers.
- Operates computer and media devices and oversee the use of computers and media devices by students.
- Operates a variety of office and library equipment including a copier, computer and assigned software.
- Performs minor repairs on library, computer or audiovisual materials.
- Communicates with personnel, students, vendors and outside agencies to exchange information and resolve issues or concerns.
- Creates displays involved in the operation of a library or media center.
- Assists in maintaining the library and computer lab in a neat, clean and attractive manner.
- Assists in basic preparation of software for student and staff use.

- Participates in the coordination of special events such as fundraisers and book fairs as directed.
- Attends and participates in meetings and in-service trainings as assigned.
- Performs related work as required.

QUALIFICATIONS GUIDE

Knowledge of:

- Library media practices, procedures, reference materials and terminology.
- Basic office procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic principles of classification of materials.
- Current technology related to assigned duties.
- Operation of a computer, assigned operating systems and assigned software.
- Operation of assigned audio visual equipment.
- Inventory and record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.

Ability to:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Perform related clerical work.
- Learn specific rules and procedures used in a library and computer lab setting.
- Operate standard office machines and a variety of audiovisual equipment.
- Assist others in the operation of a computer, assigned software and various programs.
- Perform minor repairs on a variety of audiovisual equipment and textbooks.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Type and enter data at acceptable rate of speed.
- Work with high school age students.
- Complete work with many interruptions.
- Perform basic math.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in library, media or curriculum. Two years of library or media experience including computer training and experience.

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.

- Dexterity of hands and fingers to operate equipment and a computer keyboard.
- Hearing and speaking to exchange information.
- Sitting, standing or walking for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books and materials.
- Climb ladders to shelve books or arrange displays.
- Bending at the waist, kneeling or crouching to shelve and retrieve books and materials.
- Lifting, carrying, pushing or pulling objects up to 25 pounds.
- Seeing to read a variety of materials and monitor student behavior.

WORK ENVIRONMENT:

Indoor/library environment. Constant interruptions. 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 moderate.

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