

JOB TITLE: DIGITAL MEDIA SPECIALIST

BASIC FUNCTION

Under general supervision, is responsible for the processing of digital and hard copy materials ordered and cataloged for school libraries and media centers. Maintains records and inventory of electronic, printed audio-visual and multi-media materials and provides support and assistance in computer operations and related electronic systems in school libraries. Oversees the school site internal web page and digital media resources and performs other job related duties as assigned by supervisor.

ESSENTIAL JOB FUNCTIONS

- Coordinates the workflow while maintaining the school library/media center and multi-media collection
- Participates in the receipt of a wide variety of media for the school library, including electronic, printed, digital and media systems (CD, DVD, DVR, multi-media, computer carts and LCD projectors)
- Verifies and maintains acquisitions, cataloging information and distribution records including processing all records into the school database
- Assists in the physical processing of library materials
- Implements a system of distribution of processed items to the library and classrooms as listed above
- Oversees and assists in the inventory of the school library and textbook in/out processing
- Trains and orients appropriate personnel in aspects of technical library processing
- Assists with the operation of automated circulation and online catalog systems in all the school library/media centers
- Demonstrates and trains users in the current electronic ordering system and internal school web page
- Coordinates related data and data storage with Technology and Data-Processing departments
- Maintains library records indicating the master inventory including all multi-media physical resources
- Orders supplies for their departments
- May install software upgrades for library and multi-media curriculum, as appropriate
- Correlates technology and student information system with library and multi-media curriculum, as appropriate
- Provides information on media and equipment to library and school site staff, including title and/or product searches, ordering information and technology-related data
- Participates in available training to meet new safety and/or technology standards
- Attends meetings related to assignment
- Performs other related duties as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Provide feedback to teachers and staff regarding student performance
- Operate a variety of personal computers and related library equipment and technology, multimedia equipment, and technology hardware
- Understand and carry out assigned work with minimal supervision
- Make mathematical calculations with speed and accuracy
- Use different classification systems, relational data-base systems and related tools and appropriate library software

Knowledge of:

- Library terminology and standard practices including familiarity with the use of library cataloging systems and cataloging tools

- Technology and computer software applications relative to multi-media processing, circulation, cataloging, record keeping and other office functions
- Clerical techniques and procedures in record keeping, inventory and related courseware
- Methods and practices of purchasing and receiving inventory
- English usage, spelling, grammar, punctuation, letter and report writing

Ability to:

- Process a wide variety of school library and multi-media materials
- Assist staff and others in the operation of library related technology systems
- Use initiative and judgment in solving problems
- Plan, organize and coordinate the work of other employees and/or students
- Read, understand and follow laws, rules, regulations, processes, policies and methods of the office, the District and the State of California
- Learn and use technology and computer software applications as appropriate to the work environment
- Maintain accurate and neat records and reports
- Compose letters from oral and written instructions
- Learn, plan, formulate and execute federal, state, District and departmental policies, procedures and directives, in accordance with assigned duties
- Use an alpha/numeric keyboard and standard office equipment including devices and related courseware such as computers, printers, CD towers, LUD projectors, lap-top carts etc. effectively with a reasonable rate of speed and accuracy
- Meet schedules and timelines
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers and the community
- Maintain regular attendance and punctuality
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Communicate effectively in the English language, both orally and in writing
- Perform under demanding and varied work schedule with ability to remain flexible and focused during interruptions and distractions

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

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

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year of experience working with children in a library, licensed school age program, or other educational setting. In addition, one (1) year of experience in a clerical capacity to include experience working with computer applications and related multimedia technology is required.

Education:

Completion of an Associate of Arts Degree or its equivalent.