

JOB TITLE: LIBRARY MEDIA TECHNICIAN I**BASIC FUNCTION**

Under general supervision, to operate a media center at an elementary school; to perform a variety of responsible and highly technical functions pertaining to the operation of the media center, the acquisition, processing, cataloging, distribution, recovery, and storage of textbooks, library and reference books, audio-video equipment, instructional materials and other media; to perform a variety of library media audit and monitoring functions; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Plans the media center program with the Principal and staff
- Receives, and processes, textbooks, library books, periodicals, instructional materials, and media
- Participates in maintaining an automated circulation and distribution system
- Collects and circulates textbooks, library books, periodicals, and instructional media
- Plans and schedules the utilization of the library media center, and center equipment and materials
- Performs a variety of technical clerical functions related to the media center, including the processing of instructional materials and media, the development of catalog and card files, bibliographies, materials and records concerning obsolete instructional material and media, the typing and filing of book cards and other similar functions
- Assists instructional personnel and students in locating library reference material
- Assists instructional staff and students in the understanding and use of equipment and software applications, including computer assisted instruction and library research skill development
- Monitors, counsels and controls student behavior
- Performs book talks, storytelling and literary reviews
- Maintains an attractive and motivational environment
- Performs minor computer and audiovisual equipment maintenance and troubleshooting
- Performs orientation and in-service training of library media personnel, volunteer library media personnel and student aides
- Maintains a variety of automated inventory control records and participates in inventory processes
- Plans, organizes and conducts book fairs and reading incentive programs
- Works closely with site administrators, library and instructional personnel in the development of the library resource programs and activities
- Coordinates, organizes and actively participates in the selection and preparation of library collection, instructional material and media requisitions and orders, which may include site textbook orders
- Reviews library collection informational materials, computer instructional software sources, computerized library use equipment and materials and provides technical support to site personnel pertaining to the acquisition of instructional media and material
- Coordinates the activities related to purchase and receipt of library and media collections and materials including equipment
- Prepares and forwards routine correspondence concerning matters not requiring the personal response of supervisory personnel
- Assists with the display and evaluation of new textbook adoptions and instructional materials

and media forwarded for review by book publishers and instructional material and media vendors

- May maintain several library related budgets and related records
- May coordinate the distribution of textbooks and other materials in accordance with student enrollment figures and library operational procedures
- Participates in the evaluation of the library collection and the disposal of obsolete materials
- Coordinates the receipt and processing of damaged and obsolete textbooks, library collection books, and media
- May prepare and coordinate the billing and repayment for lost or damaged items

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Modern office practices and procedures including record keeping
- Correct English usage, spelling, grammar, punctuation, and arithmetical concepts
- Policies, rules and regulations and processes pertaining to the acquisition, processing, circulation, and distribution of textbooks, instructional and library research materials, and media
- Student behavior management strategies and techniques
- Standard library reference sources, books, and other library related material
- Library terminology and standard library practices, including a working knowledge of library classification and research systems and procedures
- Organizational methods and procedures
- Operation and use of audiovisual equipment and microcomputers

Ability to:

- Effectively perform responsible and technical library media functions in a school library setting
- Prepare and maintain a variety of automated records and files and be able to present clear and comprehensive management related reports
- Effectively organize, lead and coordinate the work of others
- Type at a net correct speed of 30 WPM
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Understand and carry out oral and written directions with minimal supervision
- Establish and maintain cooperative working relationships
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, students and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

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:

Three (3) years clerical experience, which includes two (2) years increasingly responsible library experience.

Education:

Equivalent to the completion of the fourteenth (14) grade, with specialized training in library science including cataloging, acquisition, reference, technical processing, introduction to library science, and audio visual equipment.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a First Aid Certificate issued by the American Red Cross