

JOB TITLE: LIBRARY MEDIA TECHNICIAN II

BASIC FUNCTION

Under direction, to operate a library media center at a school site; to perform a variety of responsible and highly technical functions pertaining to the operation of a comprehensive library media center, the acquisition, processing, distribution, and storage of books, computers and related software, 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 and schedules the utilization of the library media center, computer laboratories and media center equipment and materials
- 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
- 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
- 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
- Monitors, counsels and controls student behavior
- 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 prepares and forwards routine correspondence concerning matters not requiring the personal response of supervisory personnel
- Participates in the evaluation of the library collection and the disposal of obsolete materials
- 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
- Maintains an attractive and motivational environment
- Performs minor computer and audiovisual equipment maintenance and troubleshooting
- Actively participates with library and instructional staff in curriculum design and development projects
- Maintains a variety of automated inventory control records and participates in inventory review
- Performs orientation and in-service training of library media personnel, volunteers and student aide
- May maintain several related budgets and related records
- Coordinates and leads library media personnel in the performance of a variety of library media functions
- Provides technical input into the performance appraisal of library media personnel
- May coordinate the distribution of textbooks and other materials in accordance with student enrollment figures and library operational procedures
- Coordinates the receipt and processing of damaged and obsolete textbooks, library books and

media

- Prepares and coordinates the billing and repayment for lost or damaged items
- 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
- Perform book talks, storytelling and literary reviews

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Effectively perform responsible and technical library media functions in a comprehensive library setting
- Prepare and maintain a variety of automated records and files and be able to present clear and comprehensive management related reports
- Keyboard at a net correct speed of 30 WPM

Knowledge of:

- Modern office practices and procedures including record keeping
- Correct English usage, spelling, grammar, punctuation, and arithmetical concepts
- Policies, rules, regulations and processes pertaining to the acquisition, processing, circulation, and distribution of instructional and library materials, media and textbooks
- Library terminology and standard library practices, including a working knowledge of library classification and research systems and procedures
- Organizational methods and procedures
- Basic principles of employee and volunteer motivation and supervision
- Operation and use of audiovisual equipment and microcomputers

Ability to:

- Effectively organize, lead and coordinate the work of others, and provide technical detail pertaining to the performance of library media personnel
- Understand and carry out oral and written directions with minimal supervision
- 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 light work, which involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is

in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time. (*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:

Four (4) years clerical experience which includes three (3) years increasingly responsible library or library media related experience.

Education:

Completion of an Associate of Arts Degree or its equivalent.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Typing certificate demonstrating a net correct speed of 30 WPM
- Possession of a First Aid Certificate issued by the American Red Cross or the American Heart Association