



CASA BLANCA COMMUNITY SCHOOL POSITION DESCRIPTION



Job Title: Library Technician

FLSA Status: Non-Exempt

Supervised By: Principal

Classification: Full-Time, 10-month Contract

Salary: According to Salary Schedule

Directly Supervises: None

QUALIFICATIONS:

1. Education – Associate's degree or 60 hours from accredited college or university.
2. Experience – Possess general understanding of library management.
3. First Aid/CPR Certified.
4. Ability to successfully pass a pre-employment drug test and extensive background check.
5. AZ IVP Fingerprint
6. Valid Arizona Driver's License.

JOB GOALS: The responsibility of the Library Technician is to supervise and manage student behavior in a respectful manner, assist in the work of elementary staff and to work efficiently, productively, accurately and independently. The library technician will be involved in work that requires knowledge of the theories, principles, and techniques of librarianship. An inherent requirement of this position is knowledge of literature resources. Such work will be concerned with the collection, organization, preservation, and retrieval of recorded knowledge in printed, written, audio-visual, film, magnetic type, or other media. Library functions will include one or more of the following: selection, acquisition, cataloging and classification of materials, bibliographic and reader's advisory services, reference and literature searching services, library management and systems planning, or the development and strengthening of library service. Some positions may involve work in connection with the development of information retrieval systems.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of library practices and procedures.
2. Knowledge of audio-visual equipment operation; ability to troubleshoot minor equipment malfunctions.
3. Knowledge of children's literature.
4. Knowledge of card catalog and circulation procedures.
5. Keyboarding skill at 45 words per minute.
6. Skill in operating general office machines.
7. Effective written and oral communication skills.
8. Ability to train others in library procedures.
9. Ability to deal with children in a warm and confident manner.
10. Ability to supervise work of library assistants.
11. Ability to learn the operation of a micro-computer and specific hardware programs.
12. Ability to set up and maintain accurate library filing systems.
13. Ability to attend to detail and follow tasks through to completion.
14. Ability to organize activities.
15. Ability to work independently with minimal supervision.
16. Ability to establish and maintain effective working relationships with staff and volunteers.

POSITION RESPONSIBILITIES:

1. Supervise student behavior and computer use in the library.
2. Maintain an atmosphere of learning.
3. Assist students with computer applications.
4. Manage circulation desk as scheduled and as needed.
5. Keep appropriate statistics for processing routines.
6. Have knowledge of accelerated reading program.
7. Produce monthly acquisitions list.
8. Create and distribute overdue notices; maintain overdue files
9. Circulate, check in and shelve materials.
10. Develop displays.
11. Read and straighten shelves.
12. Mend and repair materials.
13. Direct inventory of library resources.
14. Maintain periodical collection.
15. Keep appropriate statistics relating to periodical use.
16. Develop current periodical list for each school year.
17. Order AVID materials; serve as a staff resource for AV materials.
18. Organize, send and receive school bindery order.
19. Perform other duties as assigned from time to time by the Principal.

PROBATIONARY PERIOD: Newly appointed employee will be subject to an initial ninety (90) calendar day probation period.

PHYSICAL DEMANDS: The employee is required to be physically active and may be required to lift up to 25 pounds while handling supplies and materials.

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

The duties listed above are only intended as illustrations of the various types and scope of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment or extension of the position. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the position change.