

Media Technician

Purpose Statement

The job of Media Technician is done for the purpose/s of maintaining library collection and controlling audio visual equipment at school site; assisting students in utilizing library resources under the direction of a certified librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library and technology materials.

Essential Functions

- Assists teachers, students, and other personnel for the purpose of researching materials for use in classroom and/or class assignments.
- Coordinates class times and/or presentations for the purpose of ensuring the availability of library facilities.
- Directs student workers and volunteers for the purpose of guiding and monitoring work activities.
- Distributes various library books and media equipment for the purpose of providing requested classroom materials.
- Instructs students for the purpose of educating them on the proper use of the library resources (e.g. classification system, online library search catalog, care of materials, etc.).
- Inventories library books, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- Monitors students in library for the purpose of providing for the safety and welfare of students.
- Performs routine and preventive maintenance of campus wide media and in-library computer equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Prepares written documentation and/or reports (e.g. Overdue notices, class use, book check, etc.) For the purpose of tracking library use and/or maintaining library /campus media and technology collection control.
- Processes new library books for the purpose of updating and maintaining collection.
- Processes notices of missing or damaged books for the purpose of securing reimbursement for book-related losses.
- Processes orders for library books, periodicals, videos, films, etc. for the purpose of maintaining library /video collection controls.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Maintains library database (e.g. Follett Destiny) for the purpose of ease and accuracy in the online library search catalog.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Supports Bookstore Manager with text book processing and related activities for the purpose of ensuring the timely and accurate distribution of text books in the school.

Job Requirements

Mental Requirements

Learning Development- Level B Sufficient to read and write technical information and instructions, perform basic arithmetic calculations, understand commonly used procedures and methods, or operate equipment that requires some training. Learning development is equivalent to completion of a high school curriculum.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 1 Minimal physical exertion is required. Most job time is spent sitting with occasional walking. Occasional lifting, guiding, and carrying of lightweight materials or equipment.

Social Requirements

Human Relations Skill- Level B Job requires patience in communication and well-developed verbal skills to exchange technical or complex information with individuals or small, informal groups. skills in establishing harmonious relationships and gaining cooperation are important.

Scope of Contacts - Level 1 The important job contacts are with peers in the immediate work group and immediate supervisor. Occasional contact with individuals outside the organization may occur.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 1 Generally good working conditions. Little or no exposure to extremes in noise, temperature, etc. little or no exposure to safety or health hazards.

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific workgroup.

Experience, Education, and Certifications

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High School diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 107

Work Calendar: Support 10 Month/ 10.5 Months