



Library Technician Job Description

JOB INFORMATION

<i>Job Title:</i>	Library Technician Assistant
<i>Version Date:</i>	1/30/24
<i>Category:</i>	Clerical
<i>Department:</i>	Human Resources
<i>Work Year:</i>	155 Days
<i>FLSA Classification:</i>	Non-Exempt

JOB SUMMARY

The main objective of this position is to support teachers in the instruction of students by providing materials and resources, to make resources available and enrich the library environment, and to assist staff and students in accessing information as a life-long skill.

Essential Functions

<i>Essential Function</i>	<i>% TIME</i>
Types reports, forms, library schedules, inventory and the like.	3%
Orders, receives, and shelves books/materials selected for purchase by the school in an orderly fashion. Catalogue, label, and enter new inventory into the digital library collection software.	12%
Maintains current inventory of supplies, books, and other technology and suggests items for acquisition as needed. Develops and maintains inventory of technology permanently assigned to the school. Acts as a resource for purchase of software and books. Assist the Principal, as needed, in preparing a budget for new material, software, and books.	15%
Makes simple repairs on damaged books and processes more severely damaged books for repair at the bindery.	2%
Readies books for reserve on teachers' requests and maintains the reserve shelf. Assists teachers in providing materials for classroom projects. Assigns equipment to classrooms, as needed.	15%
Assists in the annual inventory of library materials and the preparation if lists of missing books and books to be discarded.	3%
Circulating books, including checkout and shelving.	5%
Responsible for organization and attractiveness of the library and displays.	5%
Instructs students and staff on new software and/or equipment. Assists teachers in the proper use and operation of equipment. .	10%
Attends in-services provided by the District.	2%
Sets up and arranges for operating technology for special programs and meetings as needed.	5%
Orders and stocks supplies and parts as needed for technology; for example, bulbs for projectors.	2%
Performs minor repairs and arranges for major repairs of equipment.	2%
Promotes the District regulations and policies for computer and internet use by staff and students.	2%
Organizes and conducts book fairs to create a literate environment.	5%
Utilizes the Public Library computer system.	3%-7%
Perform such other tasks and assumes such other responsibilities	5%

as the Media Specialist and Principal may from time to time assign.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Required	High School Diploma or GED		
Preferred	Associates or Bachelor's Degree		
Required	The employee must currently have 30 semester hours of Library study and the willingness to obtain Librarian Technician Certification within 5 years of hire.		

Work Experience

1 year or more	The employee is required to have more than one-year experience working with children.		
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Skills, Knowledge, Equipment & Other

Each candidate must be able to demonstrate aptitude for the successful performance of the tasks listed. Employee must have the ability to communicate with students, parents, school staff, and to inspire teamwork in the workplace.

PHYSICAL DEMANDS/WORKING CONDITIONS

Basic Computer and Work processing skills

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying			X			
Climbing Stairs			X			
Crouching			X			
Grasping			X			
Grip			X			
Handling		X				
Kneeling		X				
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (10 Pounds)				X		
Lifting (up to 50 pounds)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting		X				
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		

Physical Demands						
Physical Demand	NA	Rarely	Occasionally	Frequently	Constantly	Weight
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions						
Working Environment						
Working Condition	NA	Rarely	Occasionally	Frequently	Constantly	
Extreme cold		X				
Extreme heat		X				
Humidity		X				
Wet		X				
Noise			X			
Hazards			X			
Temperature Change			X			
Atmospheric Conditions		X				
Vibration		X				
Other		X				
Valid Driver's License Required						
Yes/No	Reason for Drivers License					
No						
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.						
Financial Responsibility						
Total Financial Responsibility		May be responsible for assigning and collecting fees or fines and Book Fair Payments				