

Human Resources

Library Media Technician

Department: Media Services Center
Reports to: Librarian
Placement: Classified Non-exempt Salary Schedule
Term: See Duty Day Calendar

Position Summary:

Assists the Librarian to provide supplementary/supportive services to the students, staff and parents. This is a position in library media services requiring a variety of interpersonal, technological and secretarial skills. This position focuses on meeting the informational, technological and instructional needs of the staff and students.

Essential Functions:

- Assists students, staff and community members in locating, evaluating and using various information resources including books, magazines, audio and video cassettes and CD's.
- Assists students and staff in using the library automation system, CD-ROM network, the Internet and a variety of software.
- Assists students and staff in using various audiovisual and media equipment including microfilm readers and printers, copiers, overhead projectors, VCR's, video projectors, camcorders and video editors, laserdisc players and satellite downlinks.
- Assists certified library media staff in supervising volunteers, students using the library, student aides and student employees.
- Assists certified library media staff to implement the policies and practices of the department, and perform other duties as assigned by certified staff.
- Operates, maintains and troubleshoots computer equipment, software and various audiovisual and media equipment.
- Orders, processes, circulates and inventories books, audiovisual materials and audiovisual and media equipment.
- Maintains accounting records for the extensive library media center budget.
- Maintains the library media user database.
- Communicates with vendors in person, on the phone and through written correspondence.
- Communicates with students, staff and parents regarding the status of items in circulation.
- Designs and produces various school communication and instructional materials such as newsletters, programs, posters, and computer and video presentations using a variety of production methods including desktop publishing.
- Organizes, maintains and repairs the book, audiovisual materials and equipment collections.
- Performs a variety of clerical tasks for the certified library media staff including work processing, directing inquiries, record keeping, and research and calendar maintenance.
- Ensures that all work is completed in accordance with District policy and applicable state and federal laws.
- Performs any other duties as assigned by supervisor.

Training and Experience:

- High School Diploma.
- Two years' experience in similar job preferred.
- One year of experience working directly with students in a high school setting such as a classroom aide, volunteer, student work experience, supervisor, etc. preferred.
- Associate degree in Library Science preferred.

Knowledge of:

- General office procedures.

Skill In:

- Keyboarding and basic computer skills.
- Supervising others.

- Operating general office equipment.
- Working within specific time frames and is detail oriented.
- Excellent customer service.
- Well-organized, with demonstrated ability to multi-task.
- Excellent verbal and written communication; maintaining rapport and composure with parents, students, staff, and the general public.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.