

ELEMENTARY LIBRARY MEDIA TECHNICIAN

DEFINITION

Under supervision, to perform functions related to the acquisition, processing, cataloging, storage, circulation, and recovery of library and reference books in an elementary library media center; and to provide assistance to students and staff in the use of a library media center.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receives, processes, and catalogues library books and materials.
2. Reviews book catalogs and obtains staff recommendations and student requests to select, develop and improve the library collection and curriculum resources.
3. Maintains an automated or manual circulation and cataloguing system.
4. Prepares book labels, shelf lists, memos, and book orders; weeds collection of outdated materials.
5. Inventories and maintains records of library materials; assists in researching and locating materials for classroom use.
6. Prepares reports on circulation statistics and collection totals.
7. Supervises student behavior in the library.
8. Provides training, direction, and assistance to library volunteers; assists Parent Teacher Associations with book fairs and clubs.
9. Performs minor repairs on damaged books.
10. Maintains records of overdue materials; notifies parents/guardians of overdue materials and collects fines.
11. Conducts student orientation and provides instruction on library use; explains and demonstrates card or automated cataloging systems.
12. Lifts, transports, shelves, and boxes books.
13. Communicates with school staff and informs of new acquisitions and special events; creates and maintains an organized, attractive and inviting library media center.
14. Assists in maintaining reading programs.
15. Operates a variety of library office equipment including computer, typewriter, recorder, etc.
16. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Basic library media center methods and classification systems; children's literature; filing, indexing, and cross-referencing methods; standard office equipment and personal computers; correct English usage, spelling, grammar, and punctuation; student behavior management strategies.

Ability to:

Perform library clerical functions; operate standard office equipment; type or enter data at a speed necessary for successful job performance; work independently with minimal supervision; communicate effectively both in oral and written form; have an understanding and appreciation of human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Completion of the twelfth grade; and experience in a library media center is desired.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard library setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a library setting; to stand, sit, or walk for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.