

HIGH SCHOOL LIBRARY MEDIA TECHNICIAN

DEFINITION

Under general supervision, to perform a wide variety of paraprofessional duties related to the operation and maintenance of a high school media center; and to provide assistance to students and staff in the use of the 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. Orders, receives, processes, and catalogues media including library books, periodicals, and online databases.
2. Reviews book catalogs and professional journals, and obtains staff recommendations to select, develop, and improve the library collection in accordance with District standards and curriculum requirements.
3. Coordinates the ordering, receiving, distribution, and collection of textbooks.
4. Maintains an automated circulation and cataloguing system.
5. Provides training, direction, and assistance to media center clerks, volunteers, and student aides; provides information and assist teachers in selecting classroom curricular and research projects materials.
6. Supervises student behavior in the library; provides guidance to volunteers and aides; conducts student orientation and provides instruction on media center research skills.
7. Explains and demonstrates an automated cataloging system; demonstrates and assists students in the use of technology including online databases and the Internet.
8. Uses technology such as electronic encyclopedia indexes, atlases, and other electronic media to access research materials; assists students with research of library materials and technology.
9. Maintains records of overdue materials; notifies students of overdue materials and collects fines; deposits, reconciles and refunds monies for textbooks, library books, and other materials.
10. Creates and maintains an organized and attractive media center.
11. Inventories and maintains records on media center materials; prepares reports on circulation statistics and collection totals; weeds collection of outdated materials.
12. Performs minor repairs on damaged books.
13. Lifts, shelves, and boxes books.
14. Recommends improvements for the media center; may coordinate circulation and maintenance of audio visual equipment.
15. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Media center methods, and classification systems; literature and reference sources and materials; personal computer operations; standard office equipment; correct English usage, spelling, grammar, and punctuation; student behavior management strategies.

Ability to:

Coordinate media center functions, including circulation and distribution; maintain an automated library management system; provide leadership and training; utilize a variety of reference resources; operate a personal computer and utilize software, CD ROM, and laser discs; learn, understand and apply new technology; compile and maintain accurate records; type or enter data at a speed necessary for successful job performance; communicate effectively in oral and written format; 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, preferably supplemented by library/media center coursework; and two years of experience in a library/media center. Qualifying coursework may be substituted for experience on a year for year basis.

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 or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, grasp, and twist; to lift, carry, push, and/or pull 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.