

MIDDLE SCHOOL LIBRARY MEDIA TECHNICIAN

DEFINITION

Under general supervision, to perform a wide variety of paraprofessional duties related to the operation and maintenance of a middle school media center; 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 center materials including library books, and periodicals.
2. Reviews book catalogs and obtains staff recommendations to select develop and improve the library collection.
3. Orders, receives, distributes and collects textbooks.
4. Maintains an automated or manual circulation and cataloguing system; prepares book labels, shelf lists, memos and book orders.
5. Monitors student behavior in the media center.
6. Provides training, direction, and assistance to volunteers and student aides.
7. Conducts student orientation and provides instruction on media center use and research skills; explains and demonstrates card or automated cataloging system.
8. Notifies students of overdue materials and collects fines; maintains records of overdue materials; assists in locating materials for classroom use.
9. Inventories and maintains records on media center materials and textbooks.
10. Prepares reports on circulation statistics and collection totals; weeds collection of outdated materials.
11. Performs minor repairs on damaged books.
12. Creates and maintains an organized, attractive and inviting library media center.
13. May demonstrate and assist students in the use of technology including CD ROM, word processing and the Internet.
14. Lifts, transports, shelves and boxes books.
15. May distribute, store and inventory audio-visual equipment; may perform minor repairs on audio-visual equipment.
16. May schedule programs for classroom use using a computerized video distribution system.
17. Operate a variety of library office equipment including computer, typewriter, recorder, etc.
18. May coordinate duties with Orange County Public Library staff.
19. 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:

Work independently with minimal supervision; maintain an automated or manual library management system; operate a personal computer and utilize software, CD ROM and laser discs; learn, understand and apply new technology; compile and maintain accurate and complete records; type or enter data at a speed necessary for successful job performance; communicate effectively both 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 one year 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, sit, or walk 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.