

Position: Library Technician

Salary Range: 23

Summary

Performs a variety of clerical and technical library duties in a school library.

Distinguishing Characteristics

Requires the ability to orient groups of students and individuals to the library and to operate a library at times without immediate supervision. Supports a Library Media Teacher at a school site.

Essential Duties and Responsibilities

- Assists Library Media Teacher in the operation of a school library including but not limited to circulation, reference, periodicals, research, media, electronic media, and audiovisual equipment.
- Assists students and staff with use of the library including finding materials and using resource guides. Assists with the use of computers and programs including library automation system and the Dewey Decimal System.
- Processes new materials (books, media, textbooks or periodicals), enters data into system, prepares for and enters into circulation (shelves), and distributes textbooks to staff and students.
- May assist with and oversee various reading programs and classes designed to stimulate student interest, ability and motivation in reading including book talks or reading clubs.
- May assist in organizing and conducting periodic book fairs.
- Circulates, stores, inventories, maintains, and performs minor repair for a variety of equipment in support of library services. Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Conducts annual physical inventory of all library materials.
- Assists in organizing and decorating library. Assists with designing and constructing library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Coordinates volunteers and student assistants.
- Oversees library facility in absence of the Library Media Teacher.
- Assists with preparation of purchase orders for books, magazines, periodicals, or software for library use as directed by Library Media Teacher. May assist with maintaining accurate financial and budget records as directed by Library Media Teacher.
- Uses library automation to generate overdue notices, send bills, collect payments, and reconcile losses.
- Installs, troubleshoots, and upgrades library software. Installs and transfers files on library computers. Sets up library computer equipment.

- Assists with scheduling library use.
- Performs routine clerical and record keeping duties.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

Qualifications

▪ Knowledge and Skills

Requires computer knowledge and skills and specialized knowledge of basic library methods, practices and terminology. Must understand the Dewey Decimal System of classification and MARC record formatting. Must be familiar with and able to use library automation cataloguing systems and records. Must be able to organize and prioritize projects. Must have sufficient communication skills to project a positive image and convey basic information to customers.

▪ Abilities

Requires the ability to perform all of the duties of the position with only general supervision and support; must be able to perform many of the duties independently. Requires the ability to follow detailed procedures. Must be able to maintain a well organized and attractive library setting. Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable student behavior. Requires the ability to deal courteously with library patrons including students, teachers, parents and members of the public. Must be able to perform routine clerical and record keeping duties. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

▪ Physical Abilities

Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and regularly reach to shelves for placement of lightweight objects (less than 10 pounds); ability to occasionally lift heavy objects (over 40 pounds); hearing and speech ability to carry on conversations in person and over the phone.

▪ Education and Experience

Two years post-secondary education and one year of experience in a library or instructional setting.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required. Library Technician Certificate desirable.