

ELEMENTARY LIBRARY MEDIA TECHNICIAN

Purpose Statement

The job of Elementary Library Media Technician was established for the purpose/s of planning and managing the library programs; promoting reading through the library; maintaining a balanced library collection; maintaining the proper learning environment in a Library Media Center; assisting students in learning information literacy skills and library technology; performing clerical duties needed to maintain library material and patron inventories; and consulting with teachers for specific assignment emphasis.

This job reports to Principal

Essential Functions

- Conducts curriculum-related library lessons for classes for the purpose of imparting knowledge of library resources, research skills, and technology.
- Establishes long range Library Collection Development Plan for the purpose of ensuring organizational objectives are achieved in the most efficient and timely manner.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring an up-to-date library collection that meets patrons needs.
- Inventories library books, equipment, and materials (e.g. bar codes, database, etc.) for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains library collection (books, periodicals, videos, etc.) (e.g. checking in/out, repairing, shelving, weeding, etc.) for the purpose of ensuring the availability of individual library books and materials.
- Maintains library in a neat and orderly fashion (e.g. preparing bulletin boards/displays, dusting, sanitizing, arranging, etc.) for the purpose of ensuring an environment conducive to learning.
- Manages and coordinates library programs and events (e.g. reading incentive programs, story times, book fairs, author visits, guest speakers, Reading Is Fundamental, etc.) for the purpose of promoting the use of library media resources.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Orients students, parents, volunteers, staff for the purpose of educating them on the proper use of the library resources (e.g. classification system, computerized card catalog, care of materials, etc.).
- Prepares written materials (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, fines, costs, material orders, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes library books, periodicals, software and related library media center materials (e.g. logging into master files; identifying receiving site, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Processes notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Researches selection sources and compile material orders for the purpose of ensuring orders are in line with Collection Development Plan and within budget.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Schedules classes for the purpose of ensuring that library facilities and personnel are available as needed.

Other Functions

- Participates in meetings, conferences, workshops, etc. for the purpose of receiving and/or conveying information.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating a variety of office and media equipment which may include computers, calculators, copiers, audio-visual equipment, laminating presses, etc.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: technical library processes related to the acquisition and classification of materials; library terminology and standard practices; Dewy Decimal classification system; standard library reference sources; popular and classical books and their authors; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a computer terminal and library-specific hardware and software; online databases; and record-keeping techniques.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; displaying mechanical aptitude; and maintaining confidentiality.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed in a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Equivalency None Specified

Required Testing

None Specified

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 46

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____