

## **LIBRARY/MEDIA TECHNICIAN**

### **Purpose Statement**

The job of Library/Media Technician was established for the purpose/s of identifying age appropriate resources for students and teachers utilizing library resources; supporting the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with materials at a school setting; and providing assistance to students and teachers in utilizing library resources.

This job reports to Library Media Specialist

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### **Essential Functions**

- 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 for the purpose of ensuring an environment conducive to learning.
- 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.).
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Prepares computerized and manual reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, fines, costs, material orders, etc.) for the purpose of providing documentation and information to others.
- 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.
- Promotes library use related to seasonal activities, classroom assignments, etc. for the purpose of motivating students to use the library media resources.
- Researches discrepancies between purchase orders and packing slips for the purpose of ensuring that items ordered are received at ordered pricing.
- 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.

### **Other Functions**

- Participates in meetings for the purpose of communicating information and gaining feedback and/or direction on a variety of issues.
- 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 multiple 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 and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined 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 operating within a defined budget. 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 42

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

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_