



TEXTBOOK/LIBRARY MEDIA TECHNICIAN

Board Adopted: 10/24/12

BRIEF DESCRIPTION OF POSITION:

Under supervision of the Associate Principal and the direction of the Librarian, performs specialized functions related to the acquisition, receipt, circulation, and use of library books, textbooks, ebooks, instructional, and audio-visual materials; provides assistance to students and staff in computer applications and digital learning resources to support information / digital literacy.

MAJOR DUTIES AND RESPONSIBILITIES

- a. Processes orders for textbooks, library books, electronic learning resources, publications, catalog cards, and other library materials and supplies. E
- b. Receives incoming library, electronic learning resources, textbooks and related materials; checks against invoices and maintains accurate records. E
- c. Performs responsible clerical duties related to cataloging, classifying and processing print and non-print media; processes new books and media materials according to established procedures. E
- d. Assists with the training and supervision of library science students and aides, as assigned. E
- e. Maintains a variety of records, logs, and statistics related to inventory and supplies and library use and operations. E
- f. Types catalog and shelf-list cards, book lists, bibliographies, overdue lists and requisitions. E
- g. Assists faculty and students in library usage and computer applications; monitors student behavior and assures proper conduct according to established guidelines. E
- h. Prepares, types and maintains a variety of materials including spreadsheets, requisitions, overdue invoice statements and forms; generate and distribute student overdue circulation notices for library materials. E
- i. Maintains library media materials and equipment; mends, re-labels, and repairs books, pamphlets, textbooks and other instructional materials. E
- j. Maintains textbooks and equipment; mends, re-labels, and repairs books, pamphlets, textbooks, electronic learning resources and other instructional materials. E
- k. Processes annual textbook inventory and retrieval and distribution of textbooks. E
- l. Bills for lost textbook, library books and other library materials; collects money and prepares appropriate receipts and financial records; pulls report cards and contacts parents, as needed.
- m. Provides support and assistance to other library staff, as needed. E
- n. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Computerized library systems, textbook systems and electronic learning resources.
- Operations and organization of a high school library.
- Library processes relating to the acquisition and circulation of materials.
- Library terminology and standard practices.
- Standard library reference sources.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal

Ability to:

- Perform a variety of library duties relating to the ordering, processing and maintenance of print, non-print library and electronic learning resources materials.
- Assist in training and providing work direction to student aides.
- Perform clerical duties such as filing, duplicating, typing and maintaining simple records. Learn to interpret, apply and explain rules, regulations, policies and procedures

- Operate a variety of office and library equipment including typewriter, computer, microfiche reader/printer, calculator, glue gun, electronic learning resources and duplicating equipment.
- Lift objects weighing up to 30 pounds.
- Type at an acceptable rate of speed.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.
- Work cooperatively with others

Physical Characteristics

Must be able to bend, stoop, reach, lift, push and carry books and other library/media materials and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; operate electronic resources equipment, speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks

WORKING CONDITIONS:

Library environment, school site, textbook room, storage room

REQUIREMENTS:

WORK YEAR:	Classified Work Year: 11 Months/8 hours
EDUCATION:	Any combination equivalent to: graduation from high school and two years increasingly responsible clerical experience
SALARY:	Classified Salary Schedule: Range 15
BENEFITS:	Medical (employee contribution), 100% dental, vision and life insurance