

LIBRARY TECHNICIAN

BASIC PURPOSE OF THE JOB CLASSIFICATION

Responsible for school library support functions in the day-to-day operations of a school Library/Media Center; to perform typing, filing, receptionist, and record keeping assignments; to be responsible for the preparation, maintenance, and processing of library student and book records; to provide basic library assistance for students; and to do related work as required. This position would oversee and supervise the assigned library aides in the absences of the District Librarian.

DISTINGUISHING CHARACTERISTICS

Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgment, and the initiative to work independently with little direction.

REPORTS TO

School Principal and/or the District Librarian

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following information is descriptive and is not restrictive as to duties required)*

1. Maintain, and implement school Library Media Center (LMC) policies.
2. Communicate with school's staff in regard to the LMC policies, and programs.
3. Trains library aides, student assistants, and volunteers.
4. Knows and understands the philosophies and practices of the Library Media Center and relates them to site level staff.
5. Prepares a schedule for the Library Media Center in cooperation with staff.
6. Evaluates, selects, and catalogs appropriate LMC materials (library books, audiovisual materials, software, and databases) using a wide range of professional resources, including input from faculty and students.
7. Processes library materials and makes available for circulation.
8. Coordinates the receipt, processing, storage and distribution of textbooks, including issuing and collecting from students.
9. Performs budget functions, including tracking balances, spending from accounts, writing requisitions, and preparing deposits.
10. Maintains the Library Media Center's collection and database keeping current and relevant to the curriculum.
11. Provides orientation to all Library Media Center users.
12. Assists in providing instruction to students and staff in the use of LMC materials, research techniques, and new technologies.*
13. Serves as a resource to teachers in curriculum and instructional design.*

14. Maintains a positive atmosphere in the Library Media Center conducive to study and learning.
15. Outline and conduct public relations (e.g., maintain schedule of activities, publicize new acquisitions, write articles, etc.).
16. Attends and participates in workshops and training programs pertaining to library operations and young adult literature.
17. Monitors Library Media Center visitors (check-in/out).
18. Performs basic first aid as required
19. Other duties as assigned.

** Typically, these would be functions of a credentialed Library media teacher (LMT).*

TYPICAL PHYSICAL REQUIREMENTS

Sits for extended periods; and frequently stands and walks. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort. Position requires moderate physical effort while performing continuous moderate lifting. Requires ability to lift 50 pounds or carry objects weighing up to 25 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; uses office equipment including computers, telephones, calculators, copiers, and fax machines.

TYPICAL WORKING CONDITIONS

Work is normally performed in a library environment; continuous contact with staff, students, parents, and the public. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside environment. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

DESIRABLE QUALIFICATIONS

Knowledge of:

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern library methods, procedures, and practices, including filing systems, (e.g. the Dewey decimal system), correspondence, and telephone techniques.

Ability to:

1. Learn District and school rules, regulations, and procedures and apply them in a variety of situations.
2. Understand and follow both oral and written directions.
3. Prepare and maintain a variety of records and reports.

Rocklin Unified School District

Library Technician

4. Maintain filing and record keeping systems, including a computer data base.
5. Make arithmetic calculations quickly and accurately.
6. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
7. Operate a variety of standard office machines and equipment.
8. Effectively communicate both orally and in writing.
9. Establish and maintain cooperative working relationships.
10. Type at a minimum rate of 40 words per minute from clear, legible copy.
11. Perform minor first aid in compliance with established District policies.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities in order to qualify.

Previous experience in Library support work is highly desirable.

Special Requirements: Some positions may require the following:

Ability to obtain a First Aid Certificate.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

*The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment*

Adopted 6-18-08