

North Monterey County Unified School District
CLASSIFIED POSITION DESCRIPTION

Position Title:	LIBRARY TECHNICIAN I
Job Family:	Library Media
Reports to:	Principal
Salary Level:	Range 22
Calendar:	Classified School Year

SUMMARY:

Under the direction of a Principal, perform a variety of technical library duties in the circulation, maintenance and distribution of books and instructional materials at an assigned elementary or middle school; assist students and teachers in the selection, location and use of library materials and equipment. The Library Technician I position is assigned to an elementary school or middle school site. Incumbents participate in materials and book circulation at the beginning of the year and perform related library duties throughout the academic year. Incumbents perform book circulation and inventory functions, assist students with assigned media devices and coordinate a larger inventory of books for a larger school enrollment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a variety of technical library duties in the circulation, maintenance and distribution of library books, periodicals and materials at an assigned elementary or middle school site; process new library books and instructional materials per established procedures; catalog books and instructional materials accordingly.
- Assist students and teachers in the selection, location and use of library materials and media equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.
- Order, receive and process new materials, devices and supplies; apply barcodes to materials accordingly; enter new materials and input related information into an assigned system.
- Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelf returned books and materials; repair damaged books as needed.
- Prepare and maintain records and reports related to assigned activities; collect student late fees and prepare related correspondence.
- Monitor inventory levels of textbooks, instructional materials and other library supplies; conduct annual inventory per established procedures.
- Read age-appropriate books aloud to younger students visiting the library; monitor and maintain acceptable student behavior in the library per established procedures; monitor students visiting the library during non-instructional periods.
- Participate in the related special events including fundraisers as directed; assist with preparing a library schedule as assigned.
- Operate a variety of office and library equipment including a barcode scanner, copier, computer and assigned software.
- Communicate with students, personnel and outside agencies to exchange information and resolve issues or concerns.
- Organize and prepare library displays and decorations boards as assigned; maintain a clean and orderly library environment.

Other Duties:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and one year of library media experience.

Knowledge of:

- Functions, operations and maintenance of school libraries.
- Library practices, procedures, reference materials and terminology.
- Operation of a computer and data entry techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Record-keeping techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.

Ability to:

- Perform a variety of technical library duties in the circulation, maintenance and distribution of books and instructional materials.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Learn curriculum, reading levels and appropriate reference materials.
- Monitor and maintain acceptable student behavior in the library.
- Read age and subject-appropriate stories to classes.
- Process and shelve library materials.
- Inventory, order and receive instructional materials and equipment.
- Operation of a computer and assigned software.
- Maintain files and records related to assigned activities.
- Establish and maintain cooperative and effective working relationships with others.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Understand and follow oral and written instructions.

DESIRED QUALIFICATIONS:

- Previous experience working in a school setting.
- Valid certification or a degree in a related area.
- Ability to speak, read, and write in English and a designated second language.

WORKING CONDITIONS:

Work Environment:

- Library environment.

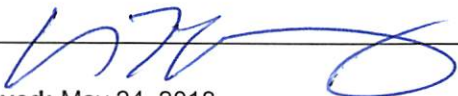
Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve books.
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA and DISTRICT AGREEMENT

CSEA  DATE 6-12-18

DISTRICT  DATE 6/12/18

Board Approved: May 24, 2018