

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:           **LIBRARY TECHNICIAN II**  
Job Family:             Library Media  
Reports to:              Principal  
Salary Level:            Range 24  
Calendar:                Classified School Year

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**SUMMARY:**

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

**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 high 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 equipment; respond to inquiries and provides information to students and teachers; assist students in researching instructional materials for classroom use.
- Assist students and teachers in the use of assigned media devices; perform basic repairs on media devices as assigned; schedule media device and related cart use accordingly.
- 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.
- Monitor and maintain acceptable student behavior in the library per established procedures; monitor students visiting the library during non-instructional periods.
- Schedule class visitations for the library 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.
- 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 two years 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.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Curriculum, reading levels and appropriate reference materials.

### **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 media equipment.
- 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