

VISTA UNIFIED SCHOOL DISTRICT

LIBRARY MEDIA TECHNICIAN II – MS/HS

Purpose Statement

The purpose of a Library Media Technician II – MS/HS is to provide support to the instructional program with specific responsibilities for maintaining the library collections at secondary school sites; and perform clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, textbooks and devices to ensure availability, relevancy, and access to library materials for students and teachers.

This job reports to a Principal.

Essential Functions

- Assists teachers, students, and administrators for the purpose of identifying resource materials for use in the classroom, class assignments, or for student personal use.
- Attends and participates in meetings, workshops, and in-service training for the purpose of conveying and/or gathering information required to perform job functions.
- Develops and presents library orientations (e.g., use of the library materials and catalog, internet resources, digital library, databases, research resources and techniques, care of library materials, etc.) for the purpose of informing students regarding the use of the library.
- Establishes a positive connection with students for the purpose of making the library a safe and welcoming space.
- Evaluates age appropriate books and/or materials (e.g., researches vendors and receives price quotes, recommends the purchase or retirement of library books, materials, and technology, etc.) for the purpose of ensuring the availability and relevancy of books and library materials.
- Maintains and coordinates library use schedules (e.g., parent and staff meetings, literacy events, book fairs, class and student visits, etc.) for the purpose of promoting literacy and ensuring library access.
- Maintains material and device inventories (e.g., library books, textbooks, library hardware/software, digital media devices, media equipment and related instructional materials, facilitating inter-library loans, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Manages distribution of required textbooks and materials to students/staff (e.g., receives, issues, and maintains textbook inventory, researches vendors and receives price quotes, etc.) for the purpose of providing students and staff with required materials.
- Monitors student activities and behavior while in the library for the purpose of maintaining a safe environment conducive to learning.
- Organizes library materials and creates displays and bulletin boards for the purpose of maintaining an organized and inviting library environment.
- Performs circulation activities (e.g., item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents, forms, and reports (e.g., library budget, billing for student fines, financial reports, money handling, preparing deposits, issuing receipts, device coverage claim forms, collection of statistics, scheduling reports/requests, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, textbooks, periodicals, technology devices, software, hardware and related media and materials (e.g., logging into master files, bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.

- Processes student library accounts and notices of missing, damaged, or overdue books, media, devices, and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Requests supplies and equipment for the purpose of ensuring availability as needed.
- Responds to inquiries of students, staff, and parents (e.g., availability of books and/or media, finding appropriate reference documents and databases, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.
- Supports device services (e.g., submits work orders for repairs, basic device troubleshooting, password issues, Chromebook cart scheduling, etc.) for the purpose of ensuring technological resources are available and in working order.
- Trains student library workers on library procedures (e.g., shelving materials, processing new materials, etc.) for the purpose of ensuring that work functions are completed correctly and within specific timeframes.

Other Functions

- Manages and maintains library website and social media accounts for the purpose of communication information and resources to staff, students, parents and the community.
- 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 using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- interpersonal skills using tact, patience, and courtesy;
- operating standard office equipment including utilizing pertinent software applications;
- preparing and maintaining accurate records;
- using Microsoft Office software applications and Google based platforms.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- automated and manual library procedures and systems;
- business telephone and email etiquette;
- community resources;
- concepts of grammar, spelling, and punctuation;
- cultural differences of student population;
- Dewey Decimal System;
- District curriculum and educational programs;
- instructional media and technology;
- keyboarding;
- modern library practices and procedures;
- operating standard office equipment including utilizing pertinent software applications;
- recordkeeping and record retention practices;
- school safety and security practices;
- student behavior management strategies and techniques.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- communicating with persons of diverse backgrounds;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- meeting deadlines and schedules;
- multitasking;
- reading, interpreting, explaining, and following laws, rules, regulations, policies, and procedures;
- understanding and following oral and written directions;
- working as part of a team;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, and 50% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is required.

Education: High School Diploma or equivalent.

Equivalency: Graduation from high school or equivalent supplemented by college-level course work in Library Science or Library Technology and three (3) years of experience in a library or instructional media center.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

Certificates and Licenses

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

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Salary Grade

Classified, Range 47