

## **MESA UNION SCHOOL DISTRICT**

### **CLASS TITLE: LIBRARY/MEDIA TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of technical and clerical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials; assist students and teachers in the selection, location and use of library materials and equipment.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical and clerical library duties in the acquisition, circulation, maintenance and distribution of library books, periodicals and materials at an assigned school site; process new library books and instructional materials; oversee the cataloguing of books and instructional materials.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.

Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; repair damaged books; check out audio-visual equipment to faculty.

Process and receive library materials and equipment orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; input related information into assigned computer system.

Promote the use of the library to faculty and students; read age/subject-appropriate stories to classes as assigned; prepare and deliver presentations concerning library materials and resources.

Perform various clerical duties related to assigned activities such as compiling and duplicating materials, preparing lists and correspondence, answering telephone calls and processing forms and applications.

Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects; monitor and maintain acceptable student behavior in the library.

Monitor inventory levels and assist in the selection of instructional materials and equipment; prepare purchase requisitions and submit for approval.

Inspect materials for damage; perform minor repairs to damaged books and library materials;

**Mesa Union School District  
Board Approved:**

perform minor maintenance on audio-visual equipment and arrange for repairs as needed.

Monitor assigned library budgets and track the status of materials ordered; maintain a variety of records related to purchase orders, overdue books and assigned activities; establish and maintain filing systems.

Operate a variety of office and library equipment including a calculator, copier, typewriter, computer and assigned software.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns; confer with certificated staff regarding the purchase and selection of new library books.

Participate in the coordination of special events such as fundraisers and book fairs as directed; attend and participate in book evaluation meetings; attend workshops and conferences as assigned.

**OTHER DUTIES:**

Train and provide work direction and guidance to parent volunteers and student assistants.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials and terminology.

Operation of a computer and data entry and retrieval 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.

Modern office practices, procedures and equipment.

**ABILITY TO:**

Maintain confidentiality of privileged information

Perform a variety of technical and clerical library duties in the acquisition, 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 District curriculum, reading levels and appropriate reference materials.

Monitor and maintain acceptable student behavior in the library.

Read age/subject-appropriate stories to classes.

Process and shelve library materials.

Inventory, order, receive and assist in the selection of instructional materials and equipment.

Operation of a computer and assigned software.

Maintain files and records.

Type or input data at 35 words per minute from clear copy.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Complete work with many interruptions.  
Understand and follow oral and written instructions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of library experience.  
CPR and First Aid Certificate issued by an authorized agency  
EPI pen training

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School library environment.  
Constant interruptions.

**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.