

**TITLE: LIBRARY/MEDIA TECHNICIAN III**

**JOB GOAL:** To perform complex technical tasks in library/media work; provides library information, assistance, and guidance for staff and students. To establish and maintain a positive environment for students and staff.

**QUALIFICATIONS**

***Knowledge of***

1. Alphabetizing, filing, record keeping, and statistical compilation.
2. Children's literature.
3. Correct English usage, punctuation, spelling, grammar, and math.
4. E-mail, word processor, spreadsheet, and on-line resources.
5. Library and media card catalog systems and their maintenance and organization.
6. Library circulation software.
7. Library/media center methods, practices, and terminology; Dewey Decimal Classification System and technical library/media reference materials.
8. Routine record keeping.
9. Student supervision and human relations.
10. Safety rules and regulations for this position.

***Ability to***

1. Apply general policies and procedures to specific situations.
2. Communicate effectively in both oral and written forms.
3. Effectively maintain a wide variety of records in connection with the school library/media centers.
4. Establish and maintain effective rapport with staff, students, parents, and community members.
5. Handle all matters in a tactful, courteous, and confidential manner.
6. Keyboard/type at a speed of 40 words per minute.
7. Learn and follow the operations, procedures, policies, and requirements of this position.
8. Maintain order among students using the library/media/computer center.
9. Organize and schedule students to complete assigned work on an individualized basis.
10. Read and comprehend instructional materials proficiently.
11. Understand and carry out verbal and written instructions.
12. Work independently and maintain high standards of workmanship.

***Training and Experience***

1. Equivalent to the completion of the twelfth (12th) grade.
2. Three (3) years of successful experience in a school setting with library/media emphasis.
3. Certificate in Library Technology, Library Science, or Library Technician from an accredited college or university demonstrating completion of at least a two year training program.
4. A work history demonstrating reliability and good attendance.

**REPORTS TO:** Site-level Administrator or designee

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ESSENTIAL FUNCTIONS**

1. Manages the general operation of the school library/media/computer center.
2. Assists in the supervision of students to maintain an effective, safe, and nurturing environment, and assisting in discipline within a framework of well-established policies and procedures.
3. Assists students and staff in the selection of materials and use of the library.
4. Explains website evaluation and computer applications to staff/students.
5. Accesses online and print resources and demonstrates search tools and techniques to staff/students.
6. Instructs students and staff in cyber-safety and in digital citizenship.
7. Checks books, audio-visual equipment and other instructional resources in and out of the library/media center.
8. Informs staff members concerning new materials the library acquires.
9. Maintains a comprehensive and efficient district-adopted system for cataloguing all library/media materials and assists staff and student on the use of the system.
10. Maintains accurate files and inventories of textbooks, library books, hardware and software, audio-visual materials, and equipment.
11. Prepares displays, exhibits, bulletin boards and maintains the library/media center in a neat, clean, and attractive manner.
12. Orders, receives, processes, and distributes textbooks and other library/media materials as required.
13. Processes library materials with suitable property markings, jacketing, packaging, and storing.
14. Promotes appropriate conduct of students using the library facilities.
15. Reports suspected child abuse and communicable diseases to health office, site administrator and/or appropriate agencies.
16. Assists students and staff in implementing literacy activities.
17. Encourages reading through student reading programs, which may include reading aloud to students, activities, games, and contests.
18. Monitors and assists children while using equipment, cassette recorders, audio-visual equipment, and other instructional media.
19. Performs minor repairs on library or audio-visual materials.
20. Removes obsolete and worn materials from the collections.
21. Performs other related duties as assigned.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to kneel or squat for extended periods of time.
7. Able to climb slopes, stairs, steps, ramps, and ladders and push and pull objects.
8. Able to lift and/or carry up to twenty (20) pounds up to four (4) hours per day, and fifty (50) pounds up to one (1) hour per day.
9. Able to push and pull objects weighing up to forty (40) pounds up to two (2) hours per day.
10. Able to exhibit full range of motion.

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**PHYSICAL ABILITIES** (continued)

11. Able to operate office machines and audio-visual machines and equipment in a safe and effective manner.
18. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Some positions in this setting may require individuals who can read, write, and/or speak a secondary language.

**TERMS OF EMPLOYMENT:** 205 day work year  
Classified bargaining unit employee

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The evaluation will be completed by the site administrator or his/her designee.

Approved by: Board of Education

Date: 5/8/2015

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE AND  
AN EQUAL OPPORTUNITY EMPLOYER**