

**TITLE: LIBRARY/MEDIA TECHNICIAN I**

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

**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/computer 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 forty (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.
13. Work successfully with diverse groups of people.

### ***Training and Experience***

1. Equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years of successful experience in a school setting with library/media emphasis grade or any combination of training and experience that could likely produce the desired result may be considered.
3. Six (6) semester units of job-related coursework successfully completed with a grade 'C' or better, or 'pass' in a pass/fail system desired.
4. A work history demonstrating reliability and good attendance.

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**ESSENTIAL FUNCTIONS**

1. Orders, receives, processes, and distributes textbooks, and other library/media materials as required.
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. Checks books, audio-visual equipment and other instructional resources in and out of the library/media center.
5. Informs staff members concerning new materials the library acquires.
6. Maintains a comprehensive and efficient district-adopted system for cataloguing all library/media materials and assists staff and students on the use of the system.
7. Maintains accurate files and inventories of textbooks, library books, and audio-visual materials.
8. Prepares displays, exhibits, and bulletin boards and maintains the library/media center in a neat, clean, and attractive manner.
9. Manages the general operation of the school library/media center.
10. Processes library materials and text materials with suitable property markings, jacketing, packaging, and storing.
11. Promotes appropriate conduct of students using the library facilities.
12. Reports suspected child abuse and communicable diseases to health office site administrator, and/or appropriate agencies.
13. Assists students and staff in implementing literacy activities.
14. Encourages reading through student reading programs, which may include reading aloud to students, activities, games, and contests.
15. Monitors and assists children while using equipment, including cassette recorders, audio-visual equipment, and other instructional media.
16. Performs minor repairs on library or audio-visual materials.
17. Removes obsolete and worn materials from the collections.
18. 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.
11. Able to operate office machines and audio-visual machines and equipment in a safe and effective manner.

**PHYSICAL ABILITIES (continued)**

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12. 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.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.*

**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:** 200-day work year  
Classified bargaining unit member

**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:	April 22, 1993
Amended by:	Board of Education	Date:	December 9, 1997
Amended by:	Board of Education	Date:	September 14, 2000
Amended by:	Board of Education	Date:	December 14, 2000
Amended by:	Board of Education	Date:	October 11, 2001
Amended by:	Board of Education	Date:	March 9, 2006

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**