**LIBRARY TECHNICIAN**

PURPOSE STATEMENT

The purpose of the Library Technician position is to be responsible for maintaining operations of the library, media center, and computer lab; processing and distributing text and library books and periodicals; maintaining and reporting records of activities; and providing assistance and support to the School Librarian.

ESSENTIAL FUNCTIONS

* Assesses malfunctions of hardware and/or software applications in the library to determine appropriate actions to maintain computer and Internet operations.
* Directs Teacher Assistants, student workers, and volunteers, guiding and monitoring their activities.
* Maintains files and records.
* Maintains materials inventory (e.g. library books, library hardware and software, media equipment and related instructional materials, archives of television programs, etc.) to ensure the availability of materials as required.
* Monitors student activities to maintain a safe environment conducive to learning.
* Prepares various reports and documents (e.g. reports, instructions, memos, circulation reports, overdue books, fines, etc.).
* Processes library books, curriculum materials, periodicals, textbooks (by assignment), software and related materials (e.g. logging into master files; identifying receiving site, producing required reports, recovering delinquent materials, etc.).
* Responds to verbal and written inquiries to provide information and/or referral to the appropriate source.

OTHER FUNCTIONS

* Assists other personnel in the completion of their work activities.
* Coordinates various activities (e.g. students, teachers, technical support personnel, book fairs, fundraising programs, class visits, etc.) to maintain library and computer lab operations and/or generate revenues to purchase additional library materials.
* Instructs students and teachers on the proper use of the library resources and to complement classroom instruction with various software applications and the use of computer technology.

MINIMUM QUALIFICATIONS

**Skills**

Able to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

**Knowledge**

Required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of library operation; age appropriate literature; computer and Internet operations.

**Ability**

Required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited.

Specific abilities required to satisfactorily perform the functions of the job include: communicating with persons of varied backgrounds; working as part of a team; and working with frequent interruptions.

**Responsibility**

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

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine-finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under a generally hazard-free environment.

**Education**

High School diploma or equivalent AND either completion of 60 semester units or 90 quarter units from a recognized college or university OR possession of an associate or higher degree, from a recognized college or university.

**Experience**

At least 6 months of job related experience is required.

**Required Testing Certificates & Licenses**

While not required, completion of a library technician certificate program from a recognized college may be substituted for the Education requirement.