

**Escondido Union High School District  
Job Description**

**Job Title:** Library Media Technician  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Administrative Support and Related Classes  
**FLSA Status:** Nonexempt  
**Salary Level:** 25  
**Approved by:** Board of Education  
**Approved Date:** 10/13/15

**NATURE OF WORK**

Under the general direction of a site administrator, independently perform a variety of responsible and technical duties related to the selection, processing and circulation of textbooks, other books and instructional media materials in the high school library/media center including operation of computerized systems; oversee technical operations and assist students and staff in equipment operation and related techniques; support instructional tasks initiated by the teaching staff or administration. The Library Media Technician provides procedural training to Library Clerks. The Library Media Technician provides direction, when needed, to the Library Clerk in order for them to provide services and assistance.

**ESSENTIAL DUTIES** include the following. Other duties may be assigned.

Select, order, receive, process, catalog, classify, distribute inventory and maintain a variety of print and non-print materials, electronic books, electronic devices, and equipment used by students and faculty in the Media Center and classroom.

Purge damaged and obsolete materials.

Schedule library activities to assist students and faculty in locating and selecting print and non-print curriculum-related information, including online searches. Provide instruction as needed in the basic navigation and usage of electronic books, electronic devices and computer programs.

Orient students and faculty to the Library Media Center materials and services, policies and procedures. Assist students in use of the Online Public Access Catalog (OPAC) and other computer-based databases and describe or demonstrate procedures for locating information.

Train and direct the work of student workers and volunteer assistants; maintain attendance records and provide input for performance evaluation of student workers.

Monitor and maintain acceptable student behavior in the Library Media Center.

Suggest appropriate books and multimedia to students for classroom assignments and personal enjoyment/enrichment.

Plan, prepare, or assist with displays, bulletin boards, self-help bulletins, flyers, and other public relations activities.

Communicate with site administrators, other libraries, departments, students, faculty and staff, vendors and others to provide and receive information and assistance.

Communicate with site administration in order to stay up to date on accurate school enrollment figures to ensure appropriate inventory.

Operate a variety of office and media equipment including computers, calculators, copiers, audio-visual equipment, and laminating equipment.

Operate and maintain a computerized database of library, textbook materials, electronic books, and electronic devices.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **KNOWLEDGE OF:**

Library operations, procedures, terminology and processes; On-Line Public Access Catalog; library resources and references; correct shelving practices; maintenance of print and media resources and equipment; inventory practices and principles; filing and record keeping; operation of computer systems and functions, including circulation/catalog software, word processing, e-mail, and online search strategies; correct English usage, grammar and spelling.

### **ABILITY TO:**

Process, circulate, shelve and maintain books, instructional media materials, and equipment; support instructional tasks initiated by a library media teacher/classroom teacher; use library systems technology to create and maintain records and reports; communicate effectively both orally and in writing; assist students and staff in using and maintaining the library collection; plan and organize work to meet critical timelines; demonstrate performance of required work functions using a computer, copier, and media equipment; train and provide work direction to student aides; follow oral and written instructions; establish and maintain cooperative and effective working relationships with others.

### **EDUCATION and/or EXPERIENCE**

Post secondary courses in Library Science or related field, including computer training in use of Library related software. Minimum of two years experience working in a Library, a portion of which would preferably be in a school library.

### **OTHER SKILLS AND ABILITIES**

Clerical and Administrative Support positions require a working knowledge of computer applications, including Microsoft Outlook, Word, Excel, PowerPoint, district student information system and district library management system.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee frequently is required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to

50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS**

The individual assigned to this position must demonstrate a caring, helpful, cooperative attitude toward students, staff and others with whom contact is essential. Must present a professional appearance and demeanor in creating an atmosphere that encourages students to feel comfortable and attracted to the school library. Must work independently with little instruction.