

BERKELEY UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN-SECONDARY

BASIC FUNCTION:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials at an assigned secondary school; assist students and teachers in the selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of library books, textbooks, 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; develop book talks for individuals and groups of students.

Circulate library materials; check library materials in and out to students and staff using an assigned computerized system; shelve returned books and materials; clean, mend, cover and repair damaged books.

Process and distribute textbooks according to established guidelines; communicate with teachers regarding textbook needs; maintain records of lost, damaged and overdue textbooks; maintain and organize textbook room shelves as assigned by the position; assist students and staff in locating, pulling and preparing textbooks according to teacher requests; maintain an accurate and current textbook database; participating in textbook “weeding” activities as directed.

Process and receive library materials, textbooks and equipment orders; prepare new and donated materials for introduction into the library materials collection; verify packing lists, stamp materials, affix bar codes, update and edit electronic records, and update spine labels; re-organize shelves to adapt to shifts in the collection and curricular needs; input related information into assigned computer system; conduct periodic inventory.

Promote the use of the library to faculty and students; assist students on using the card catalogue and computer software systems; monitor the use of the computer lab.

Maintain, develop and circulate the audio-visual collection as assigned by the position; communicate with faculty regarding curricular needs and determine needs for the collection; create bibliographies and resource lists to support teachers in their classrooms as assigned.

Monitor and maintain acceptable student behavior in the library.

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Maintain a variety of records related to purchase orders, textbooks and assigned activities; establish and maintain filing systems.

Prepare displays and bulletin boards to support curriculum, multi-cultural themes, current events, and school and District-wide activities; prepare and rotate book displays.

Operate a variety of office and library equipment including a calculator, copier, typewriter, computer and assigned software; operate audio-visual equipment including a projector, projection screen, speakers and others as assigned; troubleshoot and arrange for repairs of equipment as needed.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Gather library resources and prepare book lists in response to teacher requests.

Attend meetings, workshops and conferences as assigned.

Maintain current knowledge of young adult literature from remedial to adult level in fiction and non-fiction areas.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of secondary 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:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials.
Assist students and teachers in the selection, location and use of library materials, textbooks and equipment.
Learn curriculum, reading levels and appropriate reference materials.
Monitor and maintain acceptable student behavior in the library.
Process and shelve library materials.

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Inventory, order, receive and assist in the selection of library materials and equipment.
Operation of a computer and assigned software.
Maintain files and records.
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: associate's degree in library science and four years library media experience.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

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.