



**BERKELEY UNIFIED SCHOOL DISTRICT  
Human Resources Department**

**CLASSIFICATION AND  
POSITION DESCRIPTION**

TITLE:	<b>Library Media Technician</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Library Services</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>10 months/Calendar 5002 Hours as assigned</b>
APPROVED: Board Commission	<b>June 29, 2016 July 15, 2016</b>	SALARY GRADE:	<b>Schedule: 56 Range: 43</b>

**BASIC FUNCTION:**

Under the direction of assigned supervisor, assist a certificated teacher librarian by performing a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books, textbooks and instructional materials at assigned work site(s); assist students and staff in the selection, location and use of library materials and equipment.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Library Media Technician classification carry out daily library functions such as circulation, distribution of textbooks and instructional materials under the direct supervision of a certificated teacher librarian.

Incumbents in the Library Media Specialist classification work independently and assume responsibility for the library collection, schedule and day-to-day operations of a school library.

**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 assigned work site(s); process new library books and instructional materials; oversee the cataloguing of books and instructional materials
- Assist students and staff in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and staff; 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 staff 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 staff and students; assist students and staff on using the online library catalogue and other 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 staff 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; assist in the maintenance of a clean and safe environment in the library
- 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 staff 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 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 staff 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
- 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: graduation from high school supplemented by college level course work in library science and two years of experience in a library, computer lab, or other educational setting

**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
- Perform work which involves frequent lifting, carrying, pushing and/or pulling objects typically weighing 50 pounds and occasionally and with assistance up to 75 pounds
- Bending at the waist, kneeling or crouching to shelve and retrieve books
- Reaching overhead, above the shoulders and horizontally to shelve and retrieve books