

Farmersville Unified School District

JOB TITLE: LIBRARY TECHNICIAN

JOB DESCRIPTION

Definition:

Under supervision of designated certificated employee, perform a variety of specialized functions related to the administration of the School Library Media Center.

Essential Duties:

- Make library resources available to students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Provide assistance to students and teachers in identifying, locating and interpreting information housed in the media center.
- Provide assistance to students and teachers in identifying, locating, and interpreting Internet related resources.
- Assist in the procurement, maintenance, and storage of shared technology resources including multi-media related material.
- Demonstrate use of software, video equipment, CD-ROMs, scanners, and other multi-media related equipment.
- Operate and maintain the computer-based library automation system.
- Provide support and non-technical maintenance for the campus-wide video distribution system.
- Inform teachers, students, parents, and administrators of new materials, equipment, and services that meet their information requirements.
- Train and supervise students, volunteers and/or other workers assigned to assist in the media center.
- Monitor and manage student behavior.
- Maintain and manage a database pertinent to the media center. This database will include self list data, lost/damaged books, and inventory control statistics.
- Perform a variety of material circulation functions including processing new materials, initiate, repair, clean, maintain existing collection, shelve materials and maintain shelf order.
- Research and prepare bibliographies.
- Review appropriate journals for the selection and procurement of books, periodicals, software and other instructional materials.
- Participate in library media presentations and attend district library meetings.
- Participate in the evaluation of library media center program.
- Perform other related duties as assigned.

Qualifications:

Knowledge of:

- Modern library media center methods including: book repair, media processing, library media storage, retrieval and distribution procedures, data entry, basic cataloging and preparation of accounting reports.
- Receptionist and telephone techniques.
- Computer-based applications including but not limited to word-processing, database management, Internet usage and library automation software.
- Child behavior characteristics pertinent to adolescence.

Ability to:

- Operate standard office equipment.
- Use English in both written and verbal form. Knowledge of Spanish is desirable.
- Work independently with minimal supervision.
- Maintain effective and professional relationships with administrators, staff, students, vendors and outside agencies.
- Stand and walk for prolonged periods of time.
- Sit, stand, walk, bend, stoop, kneel, perform grasping and handling motions and torso rotations on a continuous basis; adequate sight and corrected vision for the purpose of reading instructions and printed or written material; hear and speak to communicate to coworkers, students, and the public; dexterity of the hands and fingers to operate computer equipment; ability to lift 30 lbs.

Education:

48 units or AA degree supplemented by course work and training in library science related clerical areas, graphic arts, book repair, and computer literacy.

Experience:

Two years of clerical experience; one-year experience in a library setting.

Licenses, Certifications, and/or Testing:

- Valid California Drivers License
- Criminal justice fingerprint clearance
- Library Technician Certificate must be earned within 2 years from date of hire.

Board Approval: April 21, 1998

CSEA Approval: June 29, 1998

Revised/CSEA Approved: November 3, 2005

Board Approved: November 15, 2005