



"Learning, Leading, Innovating"

LIBRARY TECHNICIAN I

DEFINITION:

Under general supervision of certificated personnel, provides a well-organized, smoothly functioning library environment in which teachers and students can take full advantage of available resources;

EXAMPLES OF DUTIES:

- Types and processes orders, reports, form, library schedules, and catalog cards; E
- Receives books selected for purchase by certificated personnel;
- Shelves incoming books; E
- Maintains files of catalog cards on Molly, vertical files material, publishers' catalogs; E
- Writes notices to teachers concerning overdue books, and collects fines for such books; E
- Makes simple repairs on damaged books and processes more severely damaged books for repair; E
- Monitors attendance in the library and keeps attendance records; E
- Readies books for reserve on teachers' requests, and maintains the reserve shelf; E
- Prepares current magazines for shelving and maintains the back number stacks; E
- Assists in the annual inventory of library materials and in the preparation of lists of missing books and books to be discarded; E
- Maintains current inventory of textbooks and supplemental instructional tests on computer with bar code readers; E
- Oversees the general neatness and attractiveness of the library and its displays; E
- Helps students locate reference materials and other instructional materials in hard copy and on the Internet; E
- Maintains proper student discipline; E
- Performs other related duties as assigned.

PERSONAL CHARACTERISTICS:

Should possess the personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

QUALIFICATIONS:

Knowledge of:

- Library terminology and standard library practices and techniques;
- Clerical techniques, office methods, practices and procedures;
- Operation of computer and Internet.

Ability to:

- Perform Library work
- Ability to work at a desk, conference table or in meetings of various configurations or sit for extended periods of time.
- Ability to stand for extended periods of time.
- Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter, also on computer screen.
- Ability to hear and understand speech at normal levels.
- Ability to communicate so others will be able to clearly understand a normal conversation.

- Ability to bend and twist, sit, stoop, kneel, push, pull, and crawl.
- Ability to lift 40 lbs.
- Ability to carry 30 lbs.
- Ability to reach in all directions.
- Ability to type accurately from a clear copy at a speed of 30 wpm on a computer.

EXPERIENCE:

One (1) year of successful library, clerical experience involving contact with students preferred. One (1) year experience using computers and Internet preferred.

EDUCATION AND EXPERIENCE:

AA degree, 48 units or equivalent.

WORKING CONDITIONS:

Environment: School library environment.

Physical Abilities: Position requires vision to read books and media materials, pushing and pulling carts, walking and standing for extended periods of time, reaching horizontally and above the shoulders to shelve and reach books, bending and kneeling. Must be able to lift 40 lbs. and carry 30 lbs.

LENGTH OF SERVICE:

Ten (10) month position.

HOURS:

SALARY:

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.