

# *Magnolia School District*

## **LIBRARY MEDIA SPECIALIST**

### **DEFINITION**

Under general supervision of Educational Services and Site Principal, perform professional library duties, maintains an automated school library/media center; perform clerical functions related to the acquisition, processing, cataloging, storage, circulation, and recovery of library and reference books, and a variety of other instructional materials and media; train and provide work direction and guidance to assigned library media clerks and do other related work as required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assists in developing and implementing library policies and procedures;
- Provides instruction for staff, students and parents in the use of library resources;
- Assists in collection management of multi-media resources, review and analyze collection, recommend books and materials for purchase based on school needs and awareness of various cultures and socioeconomic backgrounds;
- Identifies opportunities for improving service delivery methods and procedures, identify resource needs, review with appropriate management staff, implement improvements;
- Assumes responsibility for district-wide library media center projects and events;
- Attends and participates in professional group meetings, maintain awareness of new trends and developments in the field of library science, incorporate new developments as appropriate into programs;
- Provides library/media center services relating to the acquisition, circulation, distribution and recovery of library books, instructional materials, computer applications, and audio-visual equipment and other multi-media resource materials;
- Plans and schedules the utilization of the library with the principal and staff;
- Assists students and staff in the use of all library resources, facilitate the use of a variety of information resources;
- Trains, assists and supports library media personnel in the development, implementation and maintenance of a quality library/media center;
- Assists library media personnel with soft-ware related issues, including but not limited to the ability to work one-on-one with staff on application projects used to maintain student records and reports for all schools;
- Conducts story time; arrange special displays in the library;
- Supervises student helpers and volunteer help;
- Prepares requisitions and orders for library books and instructional materials;
- Maintains automated circulation records of books, paperbacks, and instructional materials;
- Performs clerical duties including processing, cataloging, storing, circulating, and recovery of library books and instructional materials or collection of replacement costs;
- Prepares book cards, book lists, bibliographies, and other similar material using both manual and automated processes;
- Inspects, repairs and mends damaged books, and other instructional materials as needed, dispose of damaged books and instructional materials, weed out obsolete books and instructional materials;
- Performs inventory of library materials as required, check books against shelf list and catalog cards, inspect;
- Maintains a variety of reports, records and logs pertaining to library materials and equipment;
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern office methods, practices, and equipment, including computers as they relate to current library technology;
- Dewey Decimal and card cataloging systems, operation of a computer and related equipment;
- Children's literature and District curriculum, Library media center classification systems;
- Oral and written communication skills, correct English usage, spelling, grammar, punctuation and vocabulary;
- Interpersonal skills using tact, patience and courtesy, student behavior management strategies and techniques;
- Basic arithmetical concepts;
- Standard library reference sources, books and other library related materials.

### **Ability to:**

- Perform library clerical functions, including acquisition, circulation, distribution and recovery functions;
- Maintain a variety of records and filing systems pertaining to a library media center, utilize a variety of reference resources guides;
- Type or keyboard at a net corrected speed of 30 words per minute, operate a computer and related equipment;
- Work independently with little direction, plan and organize work;
- Communicate effectively in oral and written directions, understand and carry out oral and written directions, read books and library materials;
- Stand for extended periods of time, bend, kneel or crouch, push and pull carts, Reach overhead, above shoulders and horizontally;
- Establish and maintain cooperative working relationships.

### **Experience**

- As a professional librarian or paraprofessional in a library. An equivalent combination of experience and training sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying.

### **Education:**

- A Bachelor's or higher degree;
- Library Science degrees – Preferred;
- A valid California Driver's License

## **WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school and/or office environment where the noise level is usually moderate. This position may be assigned to multiple sites which would require the employee to drive with his/her own insured personal automobile for transportation.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting most of the time, but will involve walking or standing for brief periods.
- Other locations may be mostly standing, moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range 41

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Approved: 11/14/13, 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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