

SAN CARLOS SCHOOL DISTRICT

LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direct supervision of the site principal, assists students and staff in researching/locating books and other resource materials. Supervises the daily operation of the Library Media Center, creates and maintains an atmosphere that promotes literacy, reading and research; teaching research techniques to students (as appropriate for grade level).

ESSENTIAL DUTIES:

- Manages circulation process of library materials; orders, receives, reviews, inventories, distributes and maintains up-to-date materials for academic exploration; orders supplies used in the center; inspects, stamps, prints and attaches identifying labels and shelves new books, periodicals, magazines and audio-visual materials; repairs damaged materials and books as necessary
- Assists students and staff in locating and checking out materials and equipment
- Generates and maintains overdue book slips and circulation reports
- Orients students to the center and its resources; assists students in their research, projects and other educational projects and training programs; reads to students
- Supervises students and library at all times including class time, recesses, and lunchtime
- Maintains files, catalogs and shelf lists; shelves new and returned books and resource materials
- Prepares and maintains collection statistics, overdue materials, student check outs
- Arranges, publicizes, introduces, hosts and evaluates service learning opportunities
- Maintains library in an attractive and appealing manner; updates and maintains bulletin board displays and assists teachers in presenting study units on use of the library and other special events
- Uses barcoding software to track inventory
- Responsible for coordinating and supervising the daily activities of the library to which assigned without direct, on site professional supervision.
- Incumbents have full responsibility for supervising and performing a variety of technical and clerical duties related to the acquisition, processing, and circulation of books and non-book media, and supervises student assistants or volunteers assigned to the facility
- Ensures the smooth and efficient daily operation of the facility
- Plans and implements appropriate procedures according to policies
- Develops forms, notices, filing systems, and procedures
- Conducts yearly inventories of holdings
- Supervises patron use of the facility
- Supervises and participates in the collection of fines and fees
- Maintains daily circulation statistics
- Distributes, stores, and maintains inventory control of study materials
- Previews media and prepares descriptive cataloging
- Maintains master inventory and financial records

OTHER DUTIES:

- Performs additional related duties as required
- Attends meetings and conferences for new ideas and information
- Performs reference duties
- Maintains library use schedule during school hours
- Performs classroom visits when requested by teaching staff
- Acquires and maintains electronic resources including e-books, kindles and spoken databases

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern library/media center practices, procedures and equipment; information retrieval, internet access, methods of ordering books/materials
- Correct business English, vocabulary, grammar and usage, spelling and punctuation
- Operation of common office equipment, including but not limited to a computer/tablet and related software and applications, telephone, copier, and fax machine, and audio/visual equipment
- Interpersonal skills using tact, courtesy and diplomacy
- Oral and written communication skills
- Record-keeping techniques and time management skills
- Reference sources, books, and authors

ABILITY TO:

- Accurately type at 40 words per minute
- Understand and carry out oral and written directions in an efficient manner
- Communicate effectively, both orally and in writing
- Plan and organize work; meet schedules and deadlines
- Establish and maintain cooperative and effective working relationships with others
- Work with the public, district administration, school staff and students
- Operate computer equipment to input and manipulate data and to generate records and reports
- Coordinate, implement and maintain appropriate library and clerical methods and procedures relative to assigned duties
- Work confidently and independently with little direction
- Maintain confidentiality regarding student information

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- Education equivalent to the completion of the twelfth (12th) grade
- One year prior related experience involving library operations, including but not limited to circulation, cataloging and library organization
- First Aid and CPR training recommended
- Required District/County staff development in-service training

WORKING CONDITIONS ENVIRONMENT:

- Library / Media Center / Resource Center environment
- Other educational setting including outdoor areas
- Moderate stress work environment

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
- Mental acuity to perform the essential functions of this position in an accurate, neat, timely and efficient fashion
- Able to conduct verbal conversation in English or other designated language
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk
- Able to squat, twist, stoop, kneel, and bend
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps, and ladders
- Able to lift up to twenty-five (25) pounds frequently and thirty (30) pounds occasionally
- Able to push and pull objects weighing up to thirty (30) pounds and occasionally up to seventy-five (75) pounds such as a cart
- Able to exhibit full range of motion for shoulder external rotation and internal rotation
- Able to exhibit full range of motion for shoulder abduction and adduction
- Able to exhibit full range of motion for elbow flexion and extension
- Able to exhibit full range of motion for shoulder extension and flexion
- Able to exhibit full range of motion for back lateral flexion
- Able to exhibit full range of motion for hip flexion and extension
- Able to exhibit full range of motion for knee flexion
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

Board Adopted: _____