

ORANGE UNIFIED SCHOOL DISTRICT

LIBRARY MEDIA TECHNICIAN II

DEFINITION

Under general supervision of the District's administrator in charge of Library Media Technology and the principal, this class performs clerical and technical tasks in library or media work, and performs related duties as required.

ESSENTIAL DUTIES

- Assists students and staff in locating materials.
- Receives, processes, and catalogues library materials and text materials with suitable property markings, labels, jacketing, and/or barcodes.
- Maintains the automated circulation and cataloguing system.
- Maintains accurate records of library books, textbooks, and audiovisual equipment.
- Checks library books, textbooks, audiovisual equipment, and other instructional materials in and out of the library.
- Operates, sets-up and makes minor repairs of library media equipment.
- Participates in a principal selected site committee to review staff recommendations, and book and textbook catalogs to select, and develop the library media collection, technology, and textbook needs.
- In collaboration with the grade level teacher, conducts student orientation and provides instruction on subjects such as the use of the automated catalogue, research skills, library use, and online research.
- Supervises student computer and library use.
- Weeds collection of outdated materials.
- Generates reports from the automated circulation and cataloguing system on circulation statistics, and collection totals, and conducts an annual inventory
- Confers with principal and staff to maintain a flexible library schedule.
- Works collaboratively with student aides and parent volunteers in the media center.
- Generates notices from the automated circulation and cataloguing system to notify students, teachers, and/or parents of overdue materials, and collects and disburses monies for lost or damaged items.
- Lifts, transports, shelves, and boxes books.
- Maintains an attractive and inviting library media center, including displays, exhibits and bulletin boards.
- In collaboration with the principal, teachers, parents and community members prepares occasional book talks, and/or story times, and reading incentive programs.

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Perform lifting, pushing, and/or pulling objects normally not exceeding 50 pounds.
- Requires the mobility to sit, stand, stoop, bend and reach.
- Requires the mobility of arms to reach and dexterity of hands to grasp, manipulate small objects, and use a computer keyboard.
- Requires near and far visual acuity, and depth perception.

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QUALIFICATIONS GUIDE

Knowledge of:

- Modern office methods, practices and procedures.
- Current computer operations, applications, and Internet research methods.
- Standard library practices, terminology, and the library media classification system.
- Correct English usage, spelling, grammar, and punctuation.
- Basic arithmetical concepts.
- Student behavior management strategies and techniques.
- Safe working methods and procedures.

Ability to:

- Perform library media clerical functions, including circulation, and cataloguing functions.
- Communicate effectively in written and oral form.
- Understand and follow written and oral directions.
- Maintain a variety of records and filing systems pertaining to the library media center.
- Establish and maintain cooperative working relationships.
- Maintain a learning atmosphere in the library media center.

Training and Experience:

- One year of clerical or library media experience in an educational setting.

Education:

- High school graduation or equivalent, and
- Nine college semester units in library and/or media technology.