

	<p>Library Technician</p> <p>(Previously Clerk and Senior Clerk)</p>	<p style="text-align: center;">Classified Position</p> <p>Initial Date: June 29, 1994 Board Approval: April 24, 2012 Revision Date: April 24, 2012 Personnel Commission: 5/16/2012 Range: 41 Reports to Site Administrator</p>
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DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the direction of the Principal, perform a variety of technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials at an assigned school site. Provide technical information and assistance and enrichment activities to students and teachers concerning the research, selection, location and use of library materials, systems and equipment.

REPRESENTATIVE DUTIES:

- Perform a variety of technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials
- Process new library books and instructional materials; maintain the library collection in a neat and orderly condition; shelve library materials
- Circulate textbooks, library books and instructional materials; check materials in and out to students and staff using an assigned computerized system; sort and shelve new and returned books and materials; clean books and mend and repair damaged books; purge obsolete materials as needed
- Serve as a technical resource to students, faculty and others concerning the selection, location and use of library materials, systems and equipment.
- Assist students with researching instructional materials for classroom and research projects
- Coordinate and schedule class use of the library; conduct library orientations; research and retrieve materials for class visits and assist teachers with planning activities
- Monitor inventory levels and assist staff in the selection of books, textbooks, instructional materials, periodicals, audio-visual materials and other library supplies; prepare and process purchase orders as assigned; review and verify incoming shipments for accuracy
- Compile information and prepare and maintain various lists, records and reports related to library materials
- Input and update student, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information
- Calculate and collect fees for lost, damaged or overdue library books and textbooks as needed; generate and distribute lost, damaged or overdue book notices and related bills to students and parents
- Monitor and maintain acceptable student behavior in the library; assure student compliance with established library rules and policies
- Operate a variety of office and library equipment; arrange for major maintenance and repairs as needed
- Organize and prepare library displays, decorations and bulletin boards as required; maintain a clean library environment
- Assist with coordinating and promoting special events and activities such as book fairs, lunch programs, assemblies, presentation and after-school programs as assigned
- Prepare, print, and distribute various forms/certificates; type letters, lists, memoranda, bulletins, flyers, labels, notices, and routine correspondence

- Train and provide direction to student helpers and parent volunteers
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

- Ability to effectively communicate in both oral and written form and knowledge of correct English usage, grammar, spelling, punctuation and vocabulary including reading levels appropriate to assigned school site
- Ability to process and shelve library materials
- Knowledge of modern office practices, procedures and equipment and ability to operate standard office equipment including but not limited to computerized systems
- Ability to perform general clerical work with speed and accuracy
- Skill in learning, interpreting, and applying procedures and standards of assigned school site
- Skill in accurately performing basic mathematical calculations
- Ability to plan and organize assigned tasks so as to meet established timelines
- Ability to understand and follow instructions in an independent manner
- Ability to establish and maintain effective work relationships with those contacted in the performance of required duties
- Ability to perform basic first aid care according to established policies and guidelines

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent is required
- One to two years of library experience is desired
- Bilingual ability may be desirable

LICENSES AND OTHER REQUIREMENTS:

- May require a valid California Driver's License
- May require pre-employment physical examination

WORKING CONDITIONS:

ENVIRONMENT:

- Primarily indoor working environment; library

PHYSICAL DEMANDS:

- Sitting or standing for extended periods of time
- Moderate lifting of boxes and books
- Seeing, hearing and speaking to exchange information
- Lifting, carrying, pushing or pulling as assigned by position
- Dexterity of hands and fingers
- Moderate to high stress level

EMPLOYMENT STANDARDS:

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Individuals must maintain a professional attitude and appearance.