

## JOB DESCRIPTION

### JOB TITLE: Library-Media Technician

Report Identification Code: edilmt

**Job Purpose Statement:** The job of "Library-Media Technician" is done for the purpose of maintaining library collection at school site; processing inter-library loan requests and circulating audio-visual equipment, videos, and supplies; implementing age-appropriate programs for students using library resources; selecting appropriate items in support of classroom instruction/research; and educating students on the proper use of the library collection and technology resources.

### Essential Job Functions:

- \* **Assists** students, staff and the public for the purpose of identifying resource materials (e.g. inter-library loans, technology, VALNet, etc.) for use in classroom and/or class assignments.
- \* **(E) Conducts** classes in a variety of formats (e.g. story telling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature.
- \* **Distributes** various books and media for the purpose of providing requested materials.
- \* **Instructs** students, teachers, other staff and the public for the purpose of educating them in the proper use of library resources (e.g. technology, VALNet, care of materials, etc.) and information-gathering skills.
- \* **Maintains** library records for the purpose of ensuring compliance with library materials, policies, and state/federal guidelines.
- \* **(S) Maintains** VALNet system and MARC records for the purpose of ensuring accurate records for all media.
- \* **Manages** library operations (e.g. materials collection, technology, learning environment, etc.) for the purpose of identifying and meeting library needs to provide positive, functional environment.
- \* **(E) Manages** school library budget for the purpose of identifying and meeting library needs within funding guidelines.
- \* **Promotes** a positive learning environment for literacy for the purpose of motivating students, staff and the public to use library resources to enhance life-long learning.
- \* **Researches** availability of materials and media for the purpose of providing accurate information regarding the selecting and ordering of appropriate materials and resources including inter-library loans.

**(E) Denotes elementary level only**

**(S) Denotes secondary level only**

### Other Job Functions:

- \* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- \* **Attends** meetings/trainings as requested and/or needed for the purpose of gathering and/or conveying information required to perform job functions.

## **Job Requirements - Qualifications:**

- \* **Experience Required:** Job-related experience with increasing levels of responsibility.

- \* **Skills, Knowledge and/or Abilities Required:**

*Skills to:* operate standard office equipment including use of basic computer applications; use appropriate library catalog system(s) and distributions systems; use of English in both written and verbal form to communicate effectively with students, staff and the public; use correct spelling, grammar and punctuation; and plan and manage projects.

*Knowledge of:* standard office procedures; library control systems; and rules and regulations of assigned job functions and building; appropriate laws, codes and regulations; MARC cataloging system for all types of media (secondary level).

*Abilities to:* understand and carry out oral and written instructions; interact with persons of different age groups and cultural/educational backgrounds; keep apprised of and accommodate technological and academic change; adhere to safe work practices; perform a variety of tasks; adjust to flexible work assignments; work under time constraints; work accurately, with attention to detail and with minimal supervision; work cooperatively with others; read/interpret/apply rules, regulations and policies; perform tasks in an environment with distractions and interruptions; and make common sense decisions.

*Significant physical abilities include* sitting for prolonged periods, reaching/handling/fingering, talking/hearing conversations and other sounds/ near/far visual acuity/visual accommodation/field of vision.

- \* **Education Required:** High school diploma or equivalent. Must meet at least one of the following criteria: completed two (2) years successful post high school education (32 semester credits in the core area) or pass the ETS Para-Professional Assessment.
- \* **Licenses, Certifications, Bonding, and/or Testing Required:** Fingerprint/criminal justice clearance