

LIBRARY/MEDIA SERVICES TECHNICIAN

DEFINITION

Under direction, assist in the coordination of library/media services for the District's school/media libraries; and perform related duties as required.

EXAMPLES OF DUTIES

Provide software and hardware support to the District's school/media libraries; assist with the daily use of an automated library/media system; maintain and update records in the automated library/media system, including the patron database and all library assets and textbook titles; assist with purchasing, receiving, distribution, and record keeping of instructional materials; set up and troubleshoot library printers including configuring the IP address and locate hardware in existing networks; remotely access site library computers for maintenance, software updates and troubleshooting; provide onsite support for library/media computer problems and device updates; may assist in re-imaging library computers and setting up user accounts; train and assist elementary and secondary library media clerks in the use of an automated library/media system, correct cataloging procedures, proper circulation and shelving practices, and inventory practices for the library collection and textbooks; disseminate District approved library policies and practices to library personnel; may assist in writing and updating the District Library Plan; may assist in weeding library collections based on established criteria and facilitating the removal of obsolete material; may assist in the development of the library collection; monitor and provide information to library/media clerks on library budget issues; review and pre-approve all requisitions regarding Library funding; provide information to library staff regarding regulations, requirements, and timelines for State and District Library funding; coordinate software renewals and updates relating to the library; assist library/media clerks in developing library skills lessons and library curriculum to promote and teach information literacy skills; may attend meetings to keep current in library practices; organize, plan and present in-service/training meetings for District library/media clerks; type requisitions, books and materials lists, other forms and correspondence; and perform related work as assigned.

QUALIFICATIONS

Knowledge of

Correct English, grammar, spelling and punctuation; library and media terminology and classifications systems, filing rules, reference skills, automated circulation and cataloging systems; operation and maintenance of computing devices, printers, and peripherals; installation and operation of computer software; working knowledge of computer systems and network technology; and office automation, including word processing, spreadsheet, and PowerPoint.

Ability to

Manage an automated library system and equipment and assist others in operating the system and equipment; install library software and hardware; diagnose equipment and software problems, perform simple maintenance functions; determine necessity of referring hardware and software problems to

others; read and use technical procedure manuals and media; work independently with minimum supervision; understand and follow oral and written directions; establish and maintain cooperative working relationships with those contacted in the course of work; present library information individually or in groups; maintain accurate records and inventory; prepare reports;

Experience

One year of work in a library and/or media center; and one year of experience in management of a computing devices, systems, and related software and peripheral equipment preferably in a networked environment which has provided the applicant with the knowledge and abilities listed above.

Education

Equivalent to the completion of the twelfth grade, supplemented by specialized training in the maintenance and operation of personal computers.

Physical Performance Requirements

Frequent sitting, standing, or walking much of the time with some bending, stooping, squatting and twisting. Lifting of computers, printers, network appliances, repair materials, supplies, and other work related materials often needed. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses

Possession of a valid and appropriate California Driver's License.

Board Approved: March 13, 2007, effective April 1, 2007

Revised: October 10, 2018; Board Approved: November 8, 2018