

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of library media related clerical and support duties related to the circulation, distribution, processing, receipt and storage of media materials in a middle or high school library or at the Educational Materials Building (EMB).

REPRESENTATIVE DUTIES:

Assist faculty, students and staff in researching materials for classroom use; assist students and staff operating on-line CD-ROM bibliographic access systems; locate and select materials. **E**

Process new library materials, including books, periodicals and other materials using the Dewey Decimal classification system. **E**

Operate a computer terminal to check books and materials in and out at circulation desk; check out, distribute and recover audio-visual equipment and media materials. **E**

Receive, stamp, process and distribute textbooks to appropriate departments; maintain inventory records and notify students concerning lost textbooks and library materials. **E**

Prepare and maintain records on circulation and distribution, book orders, new books received, lost and damaged books and overdue books. **E**

Assist in planning and organizing library materials and services; maintain a clean and orderly environment; report and arrange maintenance needs; monitor and maintain acceptable student conduct. **E**

Schedule and coordinate the use of audio-visual materials; order, repair and return films and videos; assure proper use and operation of equipment. **E**

Provide media services related to the acquisition, circulation, distribution, and recovery of library books, periodicals, records and tapes, textbooks, audio-visual materials and other instructional materials at the EMB. **E**

Operate computers and software to catalog and process professional library materials, new books, textbooks, magazines, audio-visual materials, and other instructional materials in the library collection; cross-reference materials for the library card catalog; search computer data base for book information and input into appropriate fields on a computer screen. **E**

Generate bar codes; create shelf list cards, spine labels, and other materials. **E**

Mend and repair damaged books; select and prepare materials to be rebound, repaired, or discarded. **E**

Arrange, stock, shelve and box books and other instructional materials; inspect, load and unload incoming and outgoing shipments; assure conformance to orders. **E**

Answer phone calls and provide information and assistance to teachers, parents, administrators and the public; receive, sort and distribute mail. **E**

Participate in major projects such as annual check-in and inventory. **E**

Operate a variety of equipment including typewriter, copier, calculator, computer work station, microfiche and audio-visual equipment. **E**

Set up equipment, video tape events and troubleshoot audio-visual equipment problems as assigned. **E**

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Perform routine maintenance to audio-visual equipment; report need for major repair or replacement according to established procedures. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library terminology, policies and procedures.
Modern office practices, procedures and equipment.
On line and print bibliographic and reference materials.
Filing and record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic arithmetic.
Record keeping.
Operation of a computer terminal.

ABILITY TO:

Circulate instructional materials according to established procedures.
Assist students and others in use of library materials and equipment.
Operate a variety of office machines including typewriter, copier, calculator, computer work station, and audio-visual equipment.
Establish and maintain effective working relationships with others.
Maintain records and prepare reports.
Type at an acceptable rate of speed.
Communicate effectively both orally and in writing.
Make arithmetic calculations quickly and accurately.
Process incoming library and media materials.
Understand and follow oral and written directions.
File alphabetically and numerically with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one (1) year of library experience, or three (3) years clerical experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license may be required for some positions in this class. Employees in this classification required to drive must maintain vehicle insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Office or library environment; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate audio-visual and office equipment, sitting or standing for extended periods of time; bending at the waist; speaking and hearing to exchange information; lifting, bending, pushing, and moving moderately heavy objects; reaching overhead, above the shoulders and horizontally.