

**RIVER DELTA UNIFIED SCHOOL DISTRICT
LIBRARY TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of tasks in overseeing the operation of the library; to schedule classes and assist students in researching material and retrieving books; to order books and related library material; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned principal.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Oversee the operation of the library, including the opening of the library and overall administrations.
2. Assist students in researching material and retrieving books; recommend books to students.
3. Prepare schedule for library visitations coordinate with teachers; conduct student orientations.
4. Assist students in checking in and checking out books; input data into the computer.
5. Prepare listing of overdue books; review with teachers; collect monies and issue receipts; reconcile and balance a cash drawer.
6. Select and order books, periodicals and other library material; collaborate with teachers and review teacher book lists; preview books and review journals and magazines; process purchase requisitions or purchase orders.
7. Receive new books; enter books into the computer; prepare bar codes and card catalogs; shelves books.
8. Assist students with a CD Rom information network; train student and staff.
9. Assume responsibility for media center an audio-visual equipment, VCR's, television video camera and other equipment; maintain a log of equipment that is used; coordinate repairs maintenance.
10. Conduct annual inventory of books and equipment; maintain accurate reports.
11. Maintain a variety of statistical records; prepare reports on operations and activities related to media center.
12. Cover paper and hard back books; repair book binding.
13. Maintain computer software used in media center, including CD-ROM materials and other computer media resources.

QUALIFICATIONS

Knowledge of:

Principles and procedures of library operations.
Methods used for selecting, ordering, and receiving books.
Dewey decimal system.
Record keeping principles and practices.
Basic accounting and inventory control principles.

Ability to:

Work effectively with children.
Select books appropriate for school use.
Use and operate personal computers.
Work independently.
Establish/maintain effective working relationships with those contacted in the course of work.
Maintain effective audio-visual discrimination and perception needed for:
 --*Making observations*
 --*Communicating with others*
 --*Reading and writing*
 --*Operating assigned equipment*
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 --*Walking, standing, crouching or bending for extended periods of time.*
 --*Operating assigned equipment*

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible clerical experience, including some experience working in a library, preferably in a public school system.

Training:

Completion of the twelfth grade. Related course of staff development work in the area of library sciences desired.

WORKING CONDITIONS:

Environmental Conditions:

Library environment.

Physical Conditions:

Essential and marginal functions may require physical condition necessary for sitting, standing, bending, or stooping for prolonged periods of time; light to moderate lifting.