

# CENTER JOINT UNIFIED SCHOOL DISTRICT

**JOB TITLE:** Library Technician

## **DESCRIPTION OF BASIC RESPONSIBILITIES**

To support a school library in the selection, acquisition, circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment; and assist students and teachers in the use of library/media resources.

**SUPERVISOR:** Principal and/or Librarian

## **TYPICAL DUTIES:**

1. Process books, magazines, audio-visual materials and other library materials.
2. Assist students and teachers in the selection and location of books, periodicals, articles and other media materials.
3. Answer questions on basic reference and use of library facilities and equipment.
4. Type a variety of materials such as catalog cards, bibliographies, purchase orders, memos, letters, and reports.
5. Select and read books aloud to classes to promote and encourage an interest in reading.
6. Conduct orientation sessions for students and teachers in proper use of library facilities.
7. File catalog cards, shelves books, and assists with proper maintenance of library books and materials.
8. Instruct and assist students in the use of the card catalog and assist students in the use of basic reference sources to find and select materials.
9. Assist in ordering library books, textbooks and other media material.
10. Operate a variety of library/media center equipment.
11. Maintain a positive and attractive learning environment.
12. Repair and maintain damaged library books and materials.
13. Maintain record of overdue books and materials, send notices to students and teachers, and collect fines for overdue or lost books.
14. Assist in enforcing discipline procedures according to established guidelines.
15. Perform other related duties similar to the above as required.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- library practices, procedures and terminology;
- basic Dewey Decimal System and card/computer cataloging system;
- operation of a computer terminal and data entry and retrieval techniques;
- library reference materials and resources;
- filing, indexing and inventory procedures;
- modern office practices, procedures and equipment.

**Ability to:**

- perform specialized library clerical work in the receipt, processing, and circulation of library materials;
- operate a wide variety of office machines and instructional equipment;
- apply and explain library policies and procedures;
- assist students and staff in the selection and location of library materials;
- perform clerical duties such as filing, duplicating and typing;
- maintain library in a neat and orderly condition;
- work independently with little direction;
- maintain records and prepare reports;
- communicate effectively both orally and in writing;
- establish and maintain an effective work relationship with those contacted in the performance of required duties.

**EDUCATION, EXPERIENCE AND REQUIREMENTS:**

- High School Diploma or equivalent.
- Prior job related experience.
- TB test clearance.
- Criminal Justice Fingerprint clearance.

**PHYSICAL CHARACTERISTICS:**

- Bend, reach and stoop.
- Moderate lifting of library materials.
- Read books and media materials.
- Push and pull carts.
- Walk and stand for extended periods of time.
- Reach horizontally and above the shoulders to retrieve and store books.
- Dexterity of hands and fingers to operate a computer keyboard and standard library equipment.