

## MENDOTA UNIFIED SCHOOL DISTRICT

**Position:** Library Media Technician  
**Department:** School Site  
**Reports To:** Site Principal

**FLSA:** Non-Exempt  
**Classification:** Classified

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*This job description is not intended to encompass all duties and responsibilities that may be assigned to or performed by an individual. The job description is intended only to identify the types of duties and responsibilities that can be performed by an individual assigned to this classification.*

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### **GENERAL DESCRIPTION**

Under limited administrative supervision of a principal and technical supervision of the District Librarian, perform technical library media center functions at an assigned school site; oversee circulation activities; organize, distribute and store library and audio-visual materials; provide general and reference assistance to students and teachers; select and purchase library materials; conduct library orientations.

### **ESSENTIAL DUTIES:**

- Perform technical library media center functions at an assigned school site; participate in circulation activities; organize, distribute and store library and audio-visual materials.
- Assist students and staff in researching materials for classroom use; assist students in locating and selecting materials; instruct students in proper methods of utilizing the library and reference materials; monitor and maintain acceptable student behavior in the library.
- Organize and prepare library displays, decorations and bulletin boards; maintain work area in a neat and orderly condition.
- Operate and maintain a variety of office and instructional equipment including a, electronic audio-video equipment, video camera, copier, computer, fax machine and projector; notify appropriate personnel regarding maintenance and repair needs; demonstrate the use of equipment to students and staff.
- Inventory library books, materials and audio-visual equipment.
- Control the circulation of books, magazines and other materials assigned to the library.
- Advise teachers of new books and materials and take requests
- Review materials for book selection and ordering within a budget
- Cataloging, marking, pocketing and shelving books
- Keep an inventory and daily circulation count
- Review books to determine discards and binding needs and repair books
- Supervise the processing, distribution and collation of textbooks at the opening and closing of school
- Provide whatever help is needed in implementing a program of instruction in library procedures, arrangement and individual book selection
- Organize the work of and supervising student help and a part-time assistant
- Send notices for overdue and lost books with prices
- Perform such other duties as designated by the principal.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Library practices, procedures and terminology.
- Functions, operations and maintenance of school libraries.
- Library reference materials and sources.
- Dewey Decimal system of classification.
- Filing, indexing and inventory procedures.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Research methods and report preparation techniques.
- Operation of a variety of library media center equipment.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Perform a variety of technical and specialized duties related to a school site library.
- Assist staff and others in locating and utilizing library materials, audio-visual equipment and materials.
- Perform circulation activities.
- Interpret, apply and explain applicable rules, regulations, policies and procedures.
- Process a variety of library materials.
- Maintain work area in a neat and orderly condition.
- Operate a variety of library media center equipment.
- Operation of a computer and assigned software.
- Perform clerical duties such as filing, duplicating materials and typing.
- Complete work with many interruptions.
- Establish and maintain effective working relationships with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be: Education equivalent to the completion of the twelfth grade and an A.A. Degree supplemented by training and/or coursework.

**WORKING CONDITIONS**

**ENVIRONMENT**

- Library environment.
- Constant interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials and monitor student behavior.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately heavy books and library carts.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

Reasonable accommodations may be made to enable a qualified individual with a disability to perform essential functions.