



For the future of every student

## **CLASS TITLE: LIBRARY TECHNICIAN I**

### **BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of library duties in the circulation, processing, maintenance and distribution of books and instructional materials at an assigned elementary school site; assist students and teachers in the selection, location and use of library materials and equipment.

### **DISTINGUISHING CHARACTERISTICS:**

The Library Technician I classification is assigned to an elementary school library. Incumbents perform a variety of library duties involved in the acquisition, circulation, maintenance, processing and distribution of books and instructional materials. The Library Technician II classification is assigned to a secondary school library. Incumbents are responsible for maintaining a larger and more diverse collection of library materials.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of library duties in the circulation, processing, maintenance and distribution of books and instructional materials at an assigned elementary school site; process new books and instructional materials; maintain the library collection in a neat and orderly condition.

Circulate books and instructional materials; check materials in and out to students and staff using an assigned computerized system; sort and shelve new and returned books and materials; mend and repair damaged books; purge obsolete materials as needed.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; explain library practices and procedures; assist students in researching instructional materials for classroom use.

Process and receive library materials and equipment; prepare materials for introduction into the library materials collection; prepare barcode and identification labels; affix identification and labels to materials; input related information into assigned computer system.

Input, scan and update student, barcode, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports.

Promote the use of the library to faculty and students; schedule class use of the library as required; conduct library orientations; encourage reading among students; read age-appropriate stories to students as assigned by the position.

Calculate and collect fees for lost or overdue books; generate and distribute lost or overdue book notices to students and parents; prepare deposits of collected monies as required.

Monitor inventory levels and assist in the selection of books, instructional materials and library supplies as assigned; order books, instructional materials and other library supplies as directed; verify accuracy of shipments; research book catalogs; participate in periodic inventories.

Communicate with District students, personnel, parents, and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and library equipment including a copier, laminator, fax machine, typewriter, paper cutter, computer, scanner and assigned software.

Compile information and prepare and maintain a variety of records, lists, reports and files related to library books, instructional materials, circulation, students, barcodes, overdue materials and assigned activities; prepare and process purchase order and various other forms as needed.

Monitor and maintain acceptable student behavior in the library; assure student compliance with established library rules and policies.

Type, duplicate and distribute various library-related materials; prepare, type and affix book cards to materials as needed; cover book jackets as required; cut book marks for student use as required.

Organize and prepare library displays, decorations and bulletin boards; maintain a clean library environment; participate in periodic deep cleaning activities.

Assist with coordinating and conducting special events and activities such as the Birthday Books, book fairs, Battle of the Books, reading incentive programs, and reading and reference contests; participate in fundraising activities as assigned.

#### **OTHER DUTIES:**

Assist with administering assessment tests as required.

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Basic functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials, resources and terminology.

Library cataloging and classification including the Dewey Decimal system.

Filing, indexing and inventory procedures.

Record-keeping and report preparation techniques.

Age-appropriate books for elementary school students.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Modern office practices, procedures and equipment.

Mathematic calculations.

##### **ABILITY TO:**

Perform a variety of library duties in the circulation, maintenance, processing and distribution of books and instructional materials at an assigned elementary school site.

Assist students and teachers in the selection, location and use of library materials and equipment.

Monitor and maintain acceptable student behavior in the library.

Learn District curriculum, reading levels and appropriate reference materials.

Process and shelve library materials.  
Prepare books and other materials for introduction into the library materials collection.  
Inventory, order and receive instructional materials and equipment.  
Check library materials in and out to students and staff.  
Operate a computer and assigned software.  
Maintain files and records and prepare reports.  
Calculate and collect fees for lost or overdue books as needed.  
Type or input data at an acceptable rate of speed.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

AND

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years clerical or library experience including work with computer operations and library circulation functions.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School 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 objects as assigned by the position.  
Bending at the waist, kneeling or crouching to shelve and retrieve books.  
Reaching overhead, above the shoulders and horizontally.

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Approved by Personnel Commission:  
Revised:

06/18/2008  
09/16/2009