



For the future of every student

CLASS TITLE: LIBRARY TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials at an assigned secondary school site; provide technical information and assistance to students and teachers concerning the research, selection, location and use of library materials, systems and equipment.

DISTINGUISHING CHARACTERISTICS:

The Library Technician II classification is assigned to a secondary school library. Incumbents are responsible for researching, ordering and circulating textbook collections, and maintain a larger and more diverse collection of library materials. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

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

Provide technical assistance to students, faculty, staff and others in the selection, location and use of library materials and equipment; respond to inquiries and provide information and assistance concerning related practices, techniques, policies and procedures.

Circulate textbooks, library books and instructional materials; check materials in and out to students, staff and parents 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 with researching instructional materials for classroom and research project use; advise students in proper methods, practices and procedures for utilizing library and reference materials and systems; refer students to materials according to academic goals and personal interest.

Monitor inventory levels and assist in the selection of books, textbooks, instructional materials, periodicals and other library supplies as assigned; research and order books and other instructional materials as directed; prepare and process purchase requisitions.

Process and receive textbooks, library books, periodicals and other materials; review and verify incoming shipments for accuracy; catalog and prepare materials for introduction into the library materials collection; stamp and prepare and affix barcode and identification labels to materials.

Assist students with utilizing computer systems and related peripheral equipment and software applications for locating books and materials, and research projects; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations.

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.

Prepare textbooks and novels for distribution to classes; collect textbooks and novels from classes in accordance with established time lines; procure textbook samples for potential adoption as directed; research product and pricing information for textbooks and related instructional materials.

Calculate and collect fees for lost, damaged or overdue library books and textbooks as needed; generate and distribute lost, damaged or overdue book notices and related bills to students and parents; sell workbooks to students as assigned; prepare deposits of collected monies as required.

Compile information and prepare and maintain a variety of records, lists, reports and files related to library books, instructional materials, circulation, students, barcodes, textbooks, overdue materials, audiovisual equipment and assigned activities; develop computerized spreadsheets as required.

Research library books, textbooks, periodicals and other materials in response to inventory needs and student, staff, teacher, parent and other requests for library materials; participate in regular and periodic inventories; follow up on orders as needed.

Monitor and maintain acceptable student behavior in the library; assure student compliance with established library rules and policies as directed; refer behavior issues to appropriate authority.

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.

Promote the use of the library to faculty and students; coordinate and schedule class use of the library; process information for new students as needed; reserve equipment and facilities for faculty and staff as requested.

Type, duplicate and distribute various library-related materials; prepare, type and affix book cards to materials as needed.

Check audiovisual equipment and media in and out to faculty and staff as assigned; perform minor maintenance on equipment such as changing bulbs.

Organize and prepare library displays, decorations and bulletin boards; maintain a clean library environment.

Train and provide work direction and guidance to volunteers and student assistants as required.

Participate in a variety of other assigned activities such as receiving, sorting and distributing newspapers.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.
 Reading levels, appropriate reference materials and systems and basic curriculum standards related to secondary school students.
 Basic practices and procedures involved in researching and procuring textbooks and materials.
 Correct English usage, grammar, spelling, punctuation and vocabulary.
 High school library policies and objectives.
 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 technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials at an assigned secondary school site.
 Provide technical information and assistance to students and teachers concerning the research, selection, location and use of library materials and equipment.
 Monitor and maintain acceptable student behavior in the library.
 Process and shelve library materials.
 Inventory, order, receive and assist in the selection of books and instructional materials.
 Check library materials in and out to students and staff.
 Catalog and prepare books and other materials for introduction into the library materials collection.
 Research, order and prepare textbook collections and novels for distribution.
 Calculate and collect fees for lost or overdue books as needed.
 Operate a computer and assigned software.
 Respond to requests for textbooks, library books and instructional materials.
 Maintain files and records and prepare reports.
 Type or input data at an acceptable rate of speed.
 Work independently with little direction
 Complete work with many interruptions.
 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 three years library experience including work with computer operations, library circulation and inventory 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.

Approved by Personnel Commission:

06/18/2008

Revised:

09/16/2009