

DISTRICT LIBRARY CATALOG TECHNICIAN

JOB SUMMARY

Under general direction, initiate preliminary cataloging decisions. Coordinate the processing and distribution of books and instructional materials to site libraries and classrooms, and perform duties related to the cataloging and processing of print and non-print materials for the district's Instructional Media Services. Serve as backup to the Instructional Materials Technician.

TYPICAL DUTIES

Coordinate, perform, and oversee the work of others involved in the receipt and accession of library books and materials as well as the processing and distribution of books and other instructional materials to site libraries and classrooms. Receive and account for all materials ordered and verify materials received to authorize payment of invoices. Create catalog cards for all school sites and district Instructional Media Center, utilizing a specialized database management system. Sort and prepare library books and AV materials for processing by other staff. Check current catalogs for new titles and/or editions. Utilize an on-line computerized system to catalog new books, prepare catalog cards, and search for information; search and locate catalog variances in multiple databases. Coordinate the distribution of catalog cards. Receive books/media materials directly from vendors; includes unpacking, checking and verifying titles and quantities, resolving any discrepancies, and authorizing invoice for payment. Initiate communication and/or correspondence with vendors regarding any discrepancy in shipments of library materials. Plan and schedule books and media materials to be processed in order to maintain smooth and consistent flow to all school site libraries, insuring that all deadlines are being met. Maintain detailed records of print materials received and cataloged. Establish and maintain collection inventory for all district sites; provide leadership responsibilities for scheduling and conducting annual school library inventories. Gather and compile statistical data for both statistical and operational reports. Service as technical advisor/support to all school site library staff, resolving issues related to proper use of computerized database system, lost or damaged materials, etc. Serve as backup to the Instructional Materials Technician. Perform other related duties as assigned.

JOB REQUIREMENTS

Any combination of education, training, and/or experience which demonstrate ability to perform the required duties. A typical qualifying background would include graduation from high school or equivalent, and at least two years of full time increasingly responsible clerical work, preferably with at least one year in a media center or library. Supplemental course work in library technology and/or media center practices.

Knowledge of:

Basic principles and practices of library science. School library resource center operation, including book ordering, cataloging - using an on-line computerized data base management system, and circulation. Record retrieval and storage systems. Library filing rules; inventory procedures; proper English usage, spelling, grammar, and punctuation. Providing direction and leadership. Prioritizing, scheduling, and meeting deadlines. The California public School Curricular Frameworks, Content Standards and appropriate books, etc.

Ability to: Perform a variety of complex clerical duties related to media center operations with speed and accuracy. Determine priorities. Coordinate assistants and oversee the inventory process for each school by scheduling, preparing scanners, directing the work of the assistants, and generating final reports. Communicate effectively, both orally and in writing. Gather, compile, and tabulate data, generate reports, etc. Work with a minimum of supervision. Analyze situations and adopt an effective course of action to resolve the situation. Type at a corrected speed of 40 words per minute.

LICENSE Must possess a valid California driver's license and the ability to maintain qualification for district vehicle insurance coverage.

PHYSICAL ABILITY The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; talk or hear. The employee is occasionally required to lift boxes, packages, and bundles weighing up to 45 pounds; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The selected candidate must be able to perform the duties of a rigorous work schedule which includes lifting, loading, and unloading, and pass a physical examination and drug screen certifying this ability.