

LIBRARY MEDIA TECHNICIAN II/BILINGUAL

JOB SUMMARY Under general direction of the site administrator and/or library staff, independently perform a variety of responsible and technical duties related to the processing and circulation of books and instructional media materials in the junior high library/media center including operation of computerized systems; oversee technical operations and train students in both English and Primary language in equipment operation and related techniques; support instructional tasks initiated by the supervisor.

TYPICAL DUTIES Process, circulate and maintain books and instructional media materials; card and shelve books and audio visual materials; process and check books and non-print materials; enter and update information on books and materials into automated database; type media lists, cards, bulletins, and routine materials; notify users of overdue items and assesses charges for lost/damaged materials; collect monies for lost/damaged books, issue receipts and send monies collected to the business office; maintain an attractive and informational physical appearance of the library/media center and conduct annual inventory; assist in processing new books and non-print materials; review condition of materials, making necessary repairs as required; maintain card catalog and shelf list; assist and monitor pupil activities; assist students in both English and Primary language in locating materials and answer reference queries using appropriate materials; operate, demonstrate and inventory a variety of audio visual equipment including video cassette recorders, video cameras and instruct student film crews; monitor condition of audio visual equipment and office machines generating work orders for repair or maintenance as required; perform minor troubleshooting of audio visual equipment as required; honor VCR taping requests from schools in the region lacking their own equipment; design, prepare lay-outs and produce instructional materials such as graphics and bulletin board displays; remain current on new developments in the field of media technology and recommend improvements of media services to staff as appropriate; train student aides in both English and Primary language in the use of Circulation Plus computer program; instruct and assists in both English and Primary language in CD-ROM computer usage and techniques; order and maintain supplies; assist credentialed staff with instructional tasks as needed; assist in selecting, supervising and evaluating student aides; perform related duties as assigned.

REQUIREMENTS Any combination of education, training, and/or experience which demonstrates ability to perform the required duties. A typical qualifying background would include an excellent oral and written command of both English and the specified second language. Course work related to instructional media and two years responsible library/media services experience.

Knowledge of: Library operations, procedures, terminology and practices; Dewey Decimal System; library resources and references; shelving and cataloging books and audio visual equipment; filing and record keeping techniques; modern office

methods and procedures; operation of audio visual and office equipment such as calculator, typewriter, copier, computer terminal, microcomputer and related software; inventory techniques and principles; correct English and Primary language usage, grammar and spelling.

Ability to:

Acquire, process, circulate and maintain books, instructional media materials and audio visual equipment; support instructional tasks initiated by the library/media specialist; type, file and maintain records and reports; communicate effectively both orally and in writing in both English and Primary language; assist students and staff in both English and Primary language in using and maintaining library/media center collection; plan and organize work; operate a typewriter, copier and audio visual equipment; train and provide work direction in both English and Primary language to student aides; follow oral and written instructions; establish and maintain cooperative and effective working relationships with others; demonstrate the proper use of audio visual equipment and computers.

PHYSICAL ABILITY

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; sit or stand for extended periods of time to conduct work; operate office and computer equipment; stoop, bend, and lift library/media materials and supplies.