

LIBRARY MEDIA TECHNICIAN II

- 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 middle school/junior high library media center including operation of computerized systems; oversee technical operations and train students in equipment operation and related techniques; support instructional tasks initiated by the supervisor.
- TYPICAL DUTIES** Circulate and maintain books and instructional media materials; shelve books and media materials; process new books and materials; enter and update information on books and patrons into automated circulation database; run routine circulation and statistical reports; print overdue patron notices, assess charges for lost/damaged materials, collect monies for lost/damaged books, issue receipts and send monies to the business office; develop bibliography lists and use word processing software to create schedules, bulletins and routine notices; maintain an attractive, educational library environment; order and maintain supplies; conduct annual inventory of print and non-print materials; review condition of materials, making necessary repairs as required; maintain integrity between the automated catalog and shelf list; assist students in locating materials and answer reference queries using appropriate sources; operate and demonstrate a variety of instructional media equipment including video cassette recorders and distribution centers, video cameras and student film crews; inventory and monitor condition of media equipment, computers and printers, generating work orders for repair or maintenance as required; perform minor troubleshooting of media equipment as required; honor VCR taping requests from schools in the region lacking their own equipment; design and prepare 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; assist credentialed staff with instructional tasks as needed; assist in selecting, supervising and evaluating student aides; train student aides in the use of circulation software; instruct and assist students in using the online patron catalog, CD-ROM reference software, and appropriate Internet resources; 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 course work related to instructional media and two years responsible library media services experience which included computerized library media operations.
- Knowledge of:** Library operations, procedures, terminology and processes; Dewey Decimal System; library resources and references; correct shelving practices; maintenance of print and media resources and equipment; inventory practices and principals; filing and record keeping; operation of computer systems and functions, including circulation/catalog software, word processing, e-mail, and

online search strategies; correct English usage, grammar and spelling.

Ability to: Process, circulate, shelve and maintain books, instructional media materials, and equipment; support instructional tasks initiated by a library media teacher/classroom teacher; use library systems technology to create and maintain records and reports; communicate effectively both orally and in writing; assist students and staff in using and maintaining the library collection; plan and organize work; demonstrate performance of required work functions using a computer, copier, and media equipment; train and provide work direction to student aides; follow oral and written instructions; establish and maintain cooperative and effective working relationships with others.

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.