



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

LIBRARY/MEDIA TECHNICIAN I

JOB SUMMARY

Under general supervision of the Principal or designee, to assist students and staff in using the library/media center resources; to perform highly complex and specialized library work; to perform technical work in the ordering, receiving, processing, shelving, and circulation of library and textbooks, technology, and other printed materials; perform essential job duties and responsibilities and other related work as may be required. Incumbents have major responsibility for the operation of the library/media center and receive limited assistance from a supervisor.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Assist and instruct students in the use of the online catalog;
- Assist individuals and groups of students in the use of basic reference sources in finding and selecting resource materials, books and other library housed materials;
- Establish, maintain and monitor student behavior in library;
- Establish library visitation schedules;
- Order books, magazines, and supplies for replacement or addition to the existing library, audio-visual, or other media collections;
- Present orientation programs for incoming students; assign duties, supervise their participation and evaluate their work;
- Receive, catalog and circulate books, paperbacks, periodicals, technology devices, band instruments, student textbooks, teacher TE's, and other media materials, assign accession numbers and input into library database;
- Maintain records and communicate regarding overdue, lost, and damaged literacy materials, technical, and musical equipment;
- Cull or weed literacy materials, technology devices, textbooks, curriculum, musical equipment to remove obsolete, damaged, or withdrawn materials;
- Inventory and prepare surplus forms for all technology and curriculum materials and disseminate information;
- Prepare and organize student library cards;
- Repair bindery and library materials;
- Work with staff in arranging special programs to encourage literacy and use of library; may read stories; may develop reading incentive programs;
- Maintain an attractive learning environment; plan, design and decorate bulletin boards, special interest centers and set-up displays;
- Maintain professional publications and resource area for staff and keep materials current;
- Meet with vendors regarding library related materials;
- May prepare textbook orders; receive and verify shipments;
- Maintain inventory control records in library database;
- Maintain procedures for transferring and/or existing students and staff of all HUSD materials;
- Perform general clerical duties, including typing, filing and maintaining records in the library;
- Supervise student library aides in performing library duties and evaluate their work;
- Review and introduce library and technology usage and literature to students on a daily basis;
- Initial troubleshooting of technology equipment, collaborate with IT to make minor repairs or help ticket referral to IT if necessary;
- Provides ongoing communication updates regarding technology and curriculum;
- Serve as a resource to administrators, staff, parents, and community: primary point of contact between IT and school sites;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Library/media center, methods, practices, and terminology;
- Dewey Decimal Classification System and library/media center reference materials;
- Modern office and library/media center clerical procedures and practices including filing systems and software programs;
- General public relations;
- Working with students in a library setting, including training student workers;
- Office machines and technology equipment;
- Correct English usage, spelling, grammar and punctuation.

Ability to:

- Maintain a wide variety of records in connection with school library/media centers;
- Perform technical library/media center work with a minimum of supervision;
- Relate well to students and their academic needs;
- Learn and utilize new and current technologies;
- Assist students and teachers with the use of the library/media center;
- Communicate clearly, both orally and in writing;
- Maintain order among students using the library/media center;
- Understand and carry out oral and written directions;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Diagnose and troubleshoot minor problems of technology devices and equipment;
- Access and use District-adopted web-based systems.

EMPLOYMENT STANDARDS (Continued)

EDUCATION

Equivalent to graduation from high school, including or supplemented by library courses. Experience: Some practical library work experience; and two (2) years of clerical experience. Preferably in a school library/media center; possession of the knowledge and abilities listed above.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical demands that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands:

Manual dexterity to operate a computer and related equipment and handle working with various materials and objects; sit, look down, turn neck (frequently); walk, stand, bend, stoop, reach, twist (continuously); squat, kneel, push, pull, climb stairs (frequently); lift and carry items to 10 pounds (continuously), to 25 pounds (frequently); grasp/manipulate materials and supplies (frequently); sit for extended periods of time; use vision, hearing and speaking (continuously).

Working Conditions:

Inside classroom/library and/or outside playground, exposure to moderate noise created inside and outside the library, seasonal temperatures, dust, and wind.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 28 10.5 Months

December 2021