



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

### **LIBRARY/MEDIA TECHNICIAN III**

#### **JOB SUMMARY**

Under general supervision, 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 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 card 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;
- Take attendance, establish and maintain 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 and catalog books, paperbacks, periodicals and other media materials, assign accession numbers and prepare periodical cards;
- Catalog new books that may arrive without pre-processing kits;
- Maintain system of book and audio-visual equipment circulation;
- Prepare over-due notices, prepare and distribute bids for lost or damaged books;
- Cull or weed library collection to remove obsolete, damaged, or withdrawn books;
- Prepare and organize student library cards;
- Prepare bindery orders and pack for pick-up;
- Prepare obsolete or discarded books for disposal;
- Order magazines to be continued or added to magazine collection;
- Maintain calendars for the use of audio-visual equipment;
- Conduct or assist in book fairs, yearbook promotions and other fund raisers; collect, account for, and deposit all monies collected;
- Work with staff in arranging special programs to encourage use of library; may read stories and recite poetry; 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; may shelve and maintain textbook depository;
- Maintain procedures for senior check-out; place textbook records on computer;
- Perform general clerical duties, including typing, filing and maintaining records;
- Supervise student library aides in performing library duties and evaluate their work;
- Review and introduce library usage and literature to students on a daily basis;
- May maintain and oversee audio-visual hardware and software collection, check out equipment to teachers and staff;
- May make minor repairs and adjustments and order replacement bulbs and other parts as necessary;
- 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;
- Card catalog systems and their maintenance and organization;
- Modern office and library/media center clerical procedures and practices including filing systems and software programs;

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### LIBRARY MEDIA TECHNICIAN III

(Continued)

#### EMPLOYMENT STANDARDS (Continued)

##### Knowledge of: (Continued)

- General public relations;
- Working with students in a library setting, including training student workers;
- Office machines and equipment including the use of a computer;
- 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.

#### EDUCATION AND EXPERIENCE

**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 seeing, 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.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

#### EMPLOYMENT STATUS

Classified Bargaining Unit Position

Range 27

December 2014