

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: LIBRARY MEDIA TECHNICIAN****BASIC FUNCTION:**

Under the direction of an administrator, perform a variety of clerical functions involved with the acquisition, circulation, maintenance and distribution of books, textbooks, auto/visual materials and other library materials; perform duties in the processing and distribution of textbooks; assist students and staff utilizing the school library and in the selection, location and use of library materials and equipment.

**ESSENTIAL DUTIES:**

- Prepare and maintain a variety of files and records including shelf and storage lists and records.
- Collect and circulate instructional media.
- Locate materials for classroom use and assist students.
- Maintain all equipment in good working condition.
- Assist in the preparation of requisitions and ordering of instructional media material; review all media requests for instructional appropriateness.
- Monitor media center equipment.
- Supervise scheduling information from the service processor to the media center's network of Automated Video Servers (AVS).
- Load Automated Video Servers peripheral equipment such as tape and videodisc players for system transmission.
- Monitor student behavior.
- Perform a variety of functions in maintaining a neat and orderly library media center environment.
- Prepare video media materials using both manual and automated process and assists with media inventory

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Modern office methods, practices and equipment, including microcomputers and computer terminals.

Basic functions, operations and maintenance of a school library.

Applicable laws, codes, regulations, policies and procedures.

Library technical processes related to the acquisition, cataloging, classification and circulation of library and textbook materials and a variety of media materials.

Basic operation of a computer and data entry techniques.

Library and textbook reference materials and sources.

Instructional media, classification systems and library services.

Maintain a variety of records and filing systems.

Basic record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Assist students, staff and others in locating and utilizing library materials and resources.

Maintain library in a neat and orderly condition.

Learn, interpret, apply and explain policies, procedures, rules and regulations applicable to library and textbook circulation.

Monitor and maintain acceptable student behavior in the library.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two years of increasingly responsible work in a library or media center which includes some experience working with young people of school age.

A maximum of one (1) year College-level library and media courses may be substituted for the required experience. Six (6) semester units equals one (1) year.

**LICENSES AND OTHER REQUIREMENTS:**

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS**

Bend at the waist, kneel or crouch to shelve library materials and textbooks.

Stand or walk for extended periods of time.

See to read books and media materials.

Reach horizontally and above the shoulders to shelve and reach books.

Dexterity of hands and fingers to operate a computer keyboard and standard library equipment.

Hear and speak to exchange information.

Lift, carry, objects weighing up to 35 pounds.

Push and pull objects weighing up to 50 lbs.