

LIBRARY MEDIA TECHNICIAN

OVERALL JOB PURPOSE STATEMENT

Under the direction of the Library/Media Specialist, the job of Library/Media Technician is done for the purposes of performing a variety of complex technical and clerical duties in support of the acquisition, processing, cataloging, use, maintenance, circulation and record-keeping associated with materials the Library/Media Center; assisting with the operation and support of a broadcast media system, maintaining library and media collections at a high school including processing acquisitions and cataloging materials; and providing assistance to students and teachers in utilizing library resources.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: The Library/Media Technician is responsible for the proper cataloging and listing of new items, including searching appropriate standard resource materials to obtain necessary information. The incumbent must be knowledgeable both about items in the center, including reference CD's and laser disks, and relevant sites on the world wide web in order to assist students and teachers to identify and locate from the collection or from the Internet appropriate materials to support educational activities, and be able to support the center's broadcast media system. This class differs from the related class of Media Production Specialist that directs and produces a wide variety of instructional technology projects requiring experience in skilled installation, repairs and maintenance of electronic equipment and systems utilized in the instructional process.

ESSENTIAL FUNCTIONS

- Operates, programs and modifies the closed-circuit broadcast and DynaCom systems assigned for the purpose of maintaining scheduled programming.
- Identifies/corrects minor technical problems and user operation errors for the purpose of reestablishing system reliability.
- Orients users in correct operation of system units for the purpose of minimizing user operation errors and system downtime.
- Assists teachers, students, and other personnel for the purpose of identifying and locating resource materials for use in classroom and/or class assignments.
- Demonstrates media systems and equipment (e.g. classification system, card and on-line catalogs, subject-specific web sites on the internet, care of materials, etc.) to students for the purpose of educating them on the proper use of the library resources.
- Directs activities of student library aides and parent volunteers for the purpose of orienting them and monitoring their adherence to library procedures and circulation tasks.

- Distributes various books and media for the purpose of providing requested classroom reference materials.
- Inventories equipment and materials in library collection for the purpose of documenting losses and/or maintaining availability of materials.
- Monitors student behavior and computer usage in the media center for the purpose of enforcing standards that contribute to the use of the facility in accordance with the media center policies and practices.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares library/media center files, lists and records for the purpose of keeping information current and relevant to patron requests.
- Prepares reports for the purpose of providing statistical and operational information.
- Assists supervising Library Media Production Specialist in processing requisitions (e.g. books, periodicals, films, invoice verification, etc.) for the purpose of ordering, receiving and inventorying new print and non-print items for the collection.
- Assists students in researching availability of materials and media for the purpose of selecting appropriate items for assigned projects.
- Assists in cataloging and processing library materials using appropriate software for the purpose of integrating new materials into the collection.
- Schedules and distributes audio visual, television, computers and laser disc equipment and materials for the purpose of ensuring the effectiveness of media programs and services.
- Assists in the performance of other related duties as assigned for the purpose of accomplishing organizational goals.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**SKILLS, KNOWLEDGE AND ABILITIES**

SKILLS are required to perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating a variety of office and media equipment including computers, typewriters, calculators, copiers, microfiche reader/printer, audio-visual equipment, laminating presses, book charger, spine labelers and binders.

KNOWLEDGE is required to perform basic math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: technical library processes related to the acquisition and classification of materials; library terminology and standard practices; Internet sites relevant to the media center collection and activities; Dewey Decimal classification system; standard library reference sources; popular and classical books and their authors; operation, use and programming of broadcast media system; correct English usage, grammar, spelling, punctuation and vocabulary; operation of a computer terminal and library-specific hardware and software; and record-keeping techniques.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: performing a variety of technical library duties related to the cataloging and processing of print and non-print library materials; performing complex clerical work with speed and accuracy; cataloging library materials according to established rules and regulations; performing searches of internet sites to catalog items and to assist students and staff with their information needs; training and providing work direction to others; performing reference and research work; operating, maintaining and providing instructions on the use of broadcast media system; understanding and following oral directions; establishing and maintaining effective working relationships with others; working cooperatively with others; maintaining records; and communicating effectively both orally and in writing.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 45% walking and 35% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in varying atmospheric conditions.

EXPERIENCE

Job related experience is required.

EDUCATION

High School diploma or equivalent.

REQUIRED TESTING

Pre-employment Proficiency Test

CERTIFICATES

None Specified

CONTINUING EDUCATION/TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance; TB Clearance