

KYRENE SCHOOL DISTRICT, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: **Library Media Technician**

BAND	GRADE	SUBGRADE
A	1	1
DEPARTMENT: Administrative/Clerical	ACCOUNTABLE TO: Principal	FLSA STATUS: Non-exempt
<p>CLASS SUMMARY: Incumbents are responsible for performing technical duties related to the processing and maintenance of library and media materials. Duties might include: inventorying and ordering materials and supplies; setting up equipment and training staff on computers and/or audio/visual equipment; processing and cataloging library materials; checking in and out library and media materials; preparing materials and equipment for circulation; shelving and storing returned materials and equipment; recording and duplicating educational programs; calculating and maintaining memberships; coordinating District-wide purchasing for periodicals; troubleshooting and maintaining audio/visual equipment; maintaining databases; determining if books can be repaired; inventorying library and media materials and equipment; coordinating the collection of and shipment of materials for rebinding; and, maintaining educational collections and preparing window and board displays.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Library/ Media Technician is a stand alone classification and is distinguished from other classes by its technical responsibilities for maintaining audio/visual equipment.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Maintains circulation of all materials to include checking in and out and shelving books, materials, and media equipment.	Weekly	A1
2.	Provides technical support, sets up, and repairs equipment to include instruction, troubleshooting, and evaluating, prioritizing, and solving problems; refers problems to District level.	Weekly	A1
3.	Processes and catalogs library materials to include processing materials such as books and audio/visual equipment by bar-coding, labeling, spine labeling, covering, and stamping.	Weekly	A1

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4.	Monitors and instructs students and volunteers to include decisions about behavior management and instruction of various skills.	Weekly	A1
5.	Facilitates the use of the media center resources to support curriculum to include scheduling equipment and area usage and determining age appropriateness of books and materials.	Weekly	A1
6.	Cleans and repairs books and library materials to include evaluating whether the object is repairable and deselecting materials that have little or no circulation or are outdated.	Weekly	A1
7.	Coordinates purchasing for periodicals and inventories and orders materials and supplies to include determining needs and evaluating resources.	Weekly	A1
8.	Maintains databases of patrons and materials to include reports, backups, inventories, and notices.	Weekly	A1
9.	Provides broadcasting services to include recording and duplicating educational programs and scheduling and coordinating the viewing of videos; adheres to District policies and copyright laws.	Weekly	A1
10.	Conducts miscellaneous tasks such as calculating and maintaining memberships, maintaining educational collections, and preparing window and board displays.	Weekly	A1
11.	Performs other duties of a similar nature or level.	As Required	N/B

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Knowledge (position requirements at entry):

Knowledge of:

- Basic library operation;
- Dewey Decimal System;
- Basic mechanical knowledge;
- District policies and copyright laws;
- Children's literature;
- Child development;
- Handling emergency situations.

Skills (position requirements at entry):

Skill in:

- Using computer and accompanying software applications;
- Using office equipment such as bar-code readers, cameras, printers, video cameras, overhead projectors, digital cameras, filmstrip projectors, laminating machines, video cassette recorders, papercutters, glue guns, typewriters, laser disc players, televisions, stereos, adding machines, calculators, slide projectors, karaoke machines, and tape recorders;
- Organization including accurately alphabetizing and numerically ordering things;
- Problem solving concerning conflict and behavior management, monitoring, communications, and directions;
- Electronic and print information retrieval including accessing on-line catalogs;
- Maintaining records and writing and preparing reports;
- Troubleshooting and routine maintenance of equipment;
- Creating a catalog record;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Associate's Degree in Library Technology or Computer Media or three years of related experience, or any combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

None Required.

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Physical Requirements:

Positions in this class typically require: climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, and vibrations.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC (ARK)

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