

**Job Summary:**

The job of Library Media Technician is done for the purpose/s of performing various duties utilizing technology and equipment relating to library development, processing and reservation of instructional materials and events under the direction of the Program Manager. The employee must be proficient in a wide variety of clerical activities and work effectively on both individual and group assignments. S/He will be able to assist in the presentation of workshops to train site library staff in the use of technology and library media skills. S/He will assist in the marketing of library media programs to site library media centers. S/He will assist in the operation of the Teacher Resource Center and provide assistance to teachers and staff from throughout the county.

**Essential Job Functions:**

- ▶ Assists in the presentation of workshops for the purpose of training library staff in the use of technology and library media skills.
- ▶ Assists in the marketing of the library media program to school sites throughout the county for the purpose of implementing the library media program.
- ▶ Assists in the operation of the Teacher Resource Center for the purpose of providing service to teachers and enhancing the library media program.
- ▶ Conducts inventory for the purpose of insuring the accuracy of shelved materials.
- ▶ Coordinates projects that facilitate utilization of instructional materials for the purpose of providing awareness of materials to clients.
- ▶ Instructs/demonstrates/promotes instructional materials and equipment for the purpose of providing high quality service to clients.
- ▶ Prepares materials for the purpose of delivering to school sites.
- ▶ Prepares library media purchase orders for the purpose of assisting libraries with the receipt of materials.
- ▶ Processes print and non-print educational resources for the purpose of enabling teachers and students to gain access to information.
- ▶ Verifies/inspects/duplicates/files/shelves/retrieves orders/requests/returned materials/requested materials for the purpose of providing a high standard of service to clients.

**Skills, Knowledge and/or Abilities:**

- ▶ **Skills to:**
  - organize materials;
  - communicate orally and in writing;
  - type at a speed of 45 net words per minute;
  - utilize office equipment and multimedia equipment effectively;
  - follow oral and written instructions;
  - perform clerical work requiring independent judgement, accuracy, and speed;
- ▶ **Knowledge of:**
  - library media software;
  - group presentation strategies;
  - Dewey Decimal System;
  - standard office procedures;
  - development of promotional materials;
- ▶ **Ability to:**
  - maintain accurate records;
  - process and access library materials
  - work a flexible schedule;
  - maintain cooperative relationships;
  - package materials for shipping;
  - assist in the demonstration of technology;
  - assist in workshop presentations;
  - assist in the development of marketing materials.

**Education Required:**

- ▶ High school diploma or the equivalent.

**Experience Required:**

- ▶ Job-related experience is required.

**Licenses, Certifications, Bonding, and/or Testing Required:**

- ▶ Typing certificate verifying 45 net wpm.
- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Clearance.

**FLSA Status:** Non-Exempt

**January 2000**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.