

Job Title: *Library Media Technician/Instructional Consultant Support Technician (9818)*

Job Summary:

The job of Library Media Technician/Instructional Consultant Support 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 to assist the Instructional Consultant(s) with the facilitation of staff development, school intervention, and student events.

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.
- ▶ Assists in gathering data, printing and cross-checking budget reports for the purpose of preparing budgets and maintaining healthy budgets for student events or staff development.
- ▶ Communicates authoritative and accurate information in a professional manner to clients for the purpose of answering questions and assuring that they have accurate information for completing necessary state and local requirements regarding their teaching assignments.
- ▶ Completes billing cycle for services provided for the purpose of generating cost recovery income for services rendered.
- ▶ Completes itineraries, out-of-county forms, Cal-Card records and other documents as necessary for the purpose of keeping accurate records of consultant business trips.
- ▶ Designs/distributes flyers, brochures and registration forms for the purpose of advertising office-sponsored classes and student events.
- ▶ Generates necessary documents to support staff development and program facilitation for the purpose of initiating contracts with outside agencies and consultant(s) using memoranda of understanding, facility use agreements, federal tax documents, purchase orders, requisitions and other documents as needed.
- ▶ Maintains paper and computer files for the purpose of coordinating all projects, events and programs efficiently.
- ▶ Maintains/coordinates Instructional Consultants' schedules for the purpose of assisting them in booking appointments, preventing the over-booking of appointments, reporting to the front office personnel, as well as helping them manage the technician's work load.
- ▶ Maintains/distributes information from list serves, on-line and off-line data bases for the purpose of informing, registering and tracking teachers' attendance and course completion in various professional development classes to satisfy local county requirements, state mandates, and federal highly-qualified teacher requirements.
- ▶ Operates a variety of office equipment including, but not limited to: copier, printer, fax machine, laminator, and complex telephone system for the purpose of providing high-quality services and communication with clients.
- ▶ Responsible for the enrollment, attendance, and course completion records for courses/classes for various state-mandated and county-implemented programs.
- ▶ Assist the Instructional Consultant(s) with the timely distribution and submission of local and state reports.

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, initiative, accuracy, and speed;
 - post data and make arithmetic computations rapidly and accurately;

- operate a computer and use computer software programs such as Microsoft Office including Access and Publisher
 - accurately operate a calculator;
- ▶ **Knowledge of:**
- library media software;
 - group presentation strategies;
 - Dewey Decimal System;
 - standard office procedures;
 - development of promotional materials;
 - public relations;
 - records management;
 - office methods, practices, techniques, and procedures including financial record keeping; secretarial practices and procedures;
 - personnel practices;
 - management information system programs;
- ▶ **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.
 - understand and carry out oral and written directions;
 - attend meetings as directed;
 - operate a variety of office equipment.

Other Characteristics Desired:

- Display a willingness to obtain knowledge of the major state and federal budget categories;
- Be willing to attend courses/workshops for the initial set-up in the absence of Instructional Consultants;
- Have an open attitude toward office/program procedural changes.

Education Required:

- The equivalent to the completion of two years of college (responsible secretarial experience may be substituted for the required education on a year-for-year basis to a maximum of two years).
- Course work in on-line management system programs.

Experience Required:

- Three years of increasingly responsible secretarial experience.

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

July 2018

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.