

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of responsible technical and clerical duties involving circulation, reference, cataloging, and record-keeping activities within a school library facility; serve as a resource person regarding available materials.

DISTINGUISHING CHARACTERISTICS

Elementary Library Technicians: Perform day-to-day operations in an elementary school library working independently under the direction of school administration.

Middle and High School Library Technicians: Assist in the day-to-day operations of a middle or high school library under the direction of school administration to assist certificated library personnel.

ESSENTIAL FUNCTIONS:

Perform a variety of responsible technical and clerical duties involving circulation, reference, cataloging, shelving, inventory, and record-keeping activities within a school library facility; serve as a resource person regarding library and instructional materials for students and staff.

Assist students and staff in locating books and instructional materials, using the electronic catalog, reference materials, and in the proper use of digital and electronic equipment.

Assist in maintaining discipline and quiet among students in the library.

Train and provide work direction to student assistants as needed.

Check library materials, instructional materials and electronic equipment in and out at the circulation desk.

Type bibliographies, book and magazine orders, instructional material orders, lists, correspondence, and computerized records.

Follow current library standards and established district protocols, process or oversee the processing of library books and instructional materials. Tasks may include but are not limited to: entering copy and title information into a computer including bar codes, spine labels, attaching plastic jackets and numbering instructional materials.

Prepare or oversee the preparation and delivery of overdue notices; generate related computer reports.

Receive incoming shipments of library books and instructional materials; inventory and reconcile shipments by reviewing packing slips and purchase orders.

Maintain records of materials received and notify vendor or purchasing personnel of missing or damaged items; maintain accurate inventory of library and instructional material collections.

Type correspondence, bulletins, and lists.

Order library supplies, instructional materials and electronic equipment as needed.

Perform or oversee minor repairs to books, select instructional materials for discard; charge students for loss or damages according to established guidelines.

Collect money from students for lost or damaged library and instructional materials; maintain a record of monies collected and refunded; prepare deposits and refund requests.
Operate a computer and assigned software; operate standard office equipment.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of a school library.

Library practices, procedures and terminology.

Library reference materials and resources.

Function, operation and maintenance of a library.

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

Cataloging rules and standards.

Library technology and computer applications.

Operation of a computer and assigned software.

Interpersonal skills using tact, patience and courtesy.

Cultural competency/sensitivity and respect for diversity.

ABILITY TO:

Perform a variety of responsible technical and clerical duties involving circulation, reference, cataloging, and record-keeping activities within a school library facility.

Serve as a resource person regarding available materials.

Train and provide work direction to student assistants as needed.

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

Maintain library in a neat and orderly condition.

Assist in monitoring and maintaining acceptable student behavior in the library.

Assist certificated library personnel in the operation and maintenance of an assigned library.

Process library and instructional materials according to established procedures.

Type at a minimum of 35 words per minute from clear copy.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and other standard office equipment.

Plan and organize work.
Work independently with little direction.
Maintain consistent, punctual and regular attendance.
Move hands and fingers to operate a computer keyboard.
Reach overhead, above the shoulders, horizontally and below the knees to shelve materials.
Sit or stand for extended periods of time.
Bend at the waist, kneel or crouch.
Communicate to exchange information.
Read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years of general clerical experience.

LICENSES AND OTHER REQUIREMENTS:

Typing Certificate with 35 words per minute minimum.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment; exposure to cooler and warmer temperatures. Constant interruptions.
Repetitive lifting and relocating of library books and instructional materials.
Standing/sitting for extended periods of time.

BOARD APPROVED: September 4, 2018