

PERSONNEL

LIBRARY TECHNICIAN II **Salary Schedule 5 Range 5**

DEFINITION

Under supervision of the District Librarian and/or School Site administrator, the Library Technician II will perform cataloging, record keeping, online services, general day-to-day operation and on-site library. This position may train, direct and oversee the work of Library Technician I. Also under general supervision, to maintain order and direct student conduct on campus; and to do related work as required.

EXAMPLES OF DUTIES

- Processes books, magazines, ~~and~~ other media materials, and instructional materials
- Enters electronic information and produces barcodes
- Trains and supervises assistants in library methods and techniques
- Assists in taking inventory of the library collection and updates records
- “Weeds” or keeps collections current
- Types a variety of materials including catalogue cards, reports, and correspondence
- Answers questions regarding basic reference materials, procedures, and use of the facility
- Reads to children
- Maintains appearance of the library
- Orders, receives, and checks library supplies
- Supervises students using the library or computer lab and maintains discipline as necessary

DESIRABLE QUALIFICATIONS

Knowledge of:

Correct English usage, spelling, grammar and punctuation;
The general needs and behavior of children;
Techniques and methods of youth supervision;
School rules pertaining to student behavior;
Computers

Ability to:

1. Establish and maintain cooperative and effective working relationships with adults and children.
2. Perform a variety of routine clerical work.
3. Understand and follow oral and written directions.
4. Operate a typewriter and computer
5. Analyze situations accurately and adopt an effective course of action; establish and maintain the confidence and cooperation of persons contacted in the course of the work.
6. Work with students tactfully and courteously in situations requiring diplomacy and firmness.

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7. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|------------------------|------------------|------------------------|
| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |

- 3 a. Ability to sit for extended periods of time.
- 4 b. Ability to stand for extended periods of time and ascend and descend steps.
- 4 c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
- 4 d. Ability to hear and understand speech at normal levels.
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation.
- 3 f. Ability to bend and twist, kneel and stoop.
- 2 g. Ability to lift 50 lbs.
- 2 h. Ability to carry 50 lbs.
- 2 i. Ability to reach all directions.

EXPERIENCE:

Some work experience involving contact with children in an educational setting. Basic computer skills including excel, and word. Experience and knowledge of school software i.e. Follett, Accelerated Reader, Study Island and Learning.com.

EDUCATION:

Proof of High School Diploma (or GED) AND rigorous standard of quality on formal state assessment or local assessment OR achieving 48 units of study at an institution of higher learning; OR obtaining an AA degree or higher

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: February 12, 2002

Revised: June 14, 2011

Revised: April 27, 2020

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