

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Library Technician	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Various	<b>Salary Grade:</b>	08
<b>Reports to/Evaluated by:</b>	Site Principal	<b>Salary Schedule:</b>	Classified

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**SUMMARY**

Performs a variety of paraprofessional and clerical library duties in an elementary, continuation high school, intermediate or high school library.

**NATURE AND SCOPE**

Under general supervision, of a Library Media teacher or school Principal, performs duties that comply with standard practices and procedures requiring minimal selection of alternative approaches. May focus on media center, electronics, textbook acquisition or processing or general library work. Clerical work and record keeping duties may be complex but usually follow standard procedures. Interacts with students, teachers, outside patrons to provide technical information and general support in the use of library services.

**DISTINGUISHING CHARACTERISTICS**

This is the first level library position providing a typical range of library services in a school library setting. Incumbents in this position do not have full operation of a school library, rather they have support from a LMT or work alongside other technicians. Advancement possible on the school or materials track. with additional education, training or experience in library science. This position could possibly advance on the Instructional Assistant career ladder depending on incumbent education and experience.

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Assists Media Library Teacher (LMT) in the operation of a school Library or works in a school Library with more than one Library Technical Assistant.
- Assists students with use of the library. Assists them to find materials, teaches them to use resource guides, assists in use of computers and programs - either typing (word processing programs) or searching for information and printing. Teaches use of card catalogs and the Dewey Decimal System.
- May conduct in-service classes for students in electronic media.
- Works with teachers or Library Media Teacher to select materials to support curriculum depending on age and grade level of students. Prepares purchase orders and other required paper work, routes for purchase.
- Receives new materials (books, media, textbooks or periodicals), enters into system (MARC), prepares for and enters into circulation (shelves).
- Oversees Academic Assistance program and coordinates with teachers.

- Develops and oversees various reading programs designed to stimulate student interest, ability and motivation in reading including story time, book talks or reading clubs. Coordinates various awards programs including Reader's Den or writer and artist of the month.
- Assists in organizing and conducting Book Fair two times per year.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures. Conducts annual physical inventory of all Library materials.
- Organizes and decorates library. Designs and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- Circulates, stores, inventories, maintains, performs minor repair and operates a variety of audiovisual equipment in support of library services.
- Follows-up on overdue materials. Sends notices, collects fines, and maintains associated records.
- Performs routine clerical and record keeping duties.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires knowledge of basic library methods, practices and terminology including use of library card catalog and basic reference sources. Must understand the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards. Must be familiar with the MARC system and records. Requires sufficient communication skills in order to interact with staff and teachers on administration of library programs.

**Abilities:** Must be able to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well-organized and attractive library setting . Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable student behavior. Requires the ability to deal courteously with library patrons including students, teachers, parents and members of the public. Must be able to perform routine clerical and record keeping duties.

**Physical Abilities:** Normally works in a library setting with minimal exposure to health or safety hazards. May require periods of walking and standing. Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

**Education and Experience:** Applicants for this position must have: High school diploma or equivalent, AND one of the following – 48 college units (with a C or above), OR passage of the Paraprofessional Test or CBEST exam. Minimum of one year experience in a library or instructional setting required.