

JOB DESCRIPTION
San Leandro Unified School District

Library & Multimedia Technician

Purpose Statement

The job of Library & Multimedia Technician is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting the Librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks; documenting losses and monitoring procedures; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource.

This job reports to District Library & Multimedia Coordinator or designee

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Collects lost library and textbook fines for the purpose of completing transactions and/or securing funds.
- Maintains materials inventory (e.g. library books, textbooks, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Processes new student library cards; notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Processes library books, textbooks, periodicals, software and related media materials (e.g. logging into master files; bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Reconciles student data with registration office for the purpose of ensuring the proper number of textbooks are ordered.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

Other Functions

- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; preparing and maintaining accurate records; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

TB Screen

FLSA Status

Non Exempt

Board Approval Date

November 10, 2015

Salary Range

32