

Palm Springs Unified School District

Library Technician (Middle/High)



JOB DESCRIPTION

Palm Springs Unified School District
A.R. # 4232.363

LIBRARY TECHNICIAN (MIDDLE/HIGH)

PURPOSE STATEMENT

The Library Technician (Middle and High Schools) maintains the library collections at school sites; identifies age appropriate resources for students and teachers utilizing library resources; selects appropriate items in support of classroom instruction; and performs clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

FUNCTIONS

- Assists teachers, students and administrators to identify resource materials for use in classroom and/or class assignments.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.).
- Oversees student aides and/or volunteers.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.).
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.).
- Monitors student activities.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals).
- Processes new student library cards, notices of missing, damaged, or overdue books, media and materials.
- Prepares computerized and manual reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.).
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items).
- Assists other personnel, as may be required.
- Performs related duties as assigned.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Any combination of experience and training, which would indicate possession of the knowledge, skills, and abilities listed above. An example of an acceptable combination is:

Graduation from High School and two years of clerical experience in a school or public library supplemented by college level courses and library procedures.

SKILLS to plan, coordinate and arrange library resources and activities; assist students in the use of library resources and references; assist students in selecting appropriate books for their level of achievement; use library catalogs, computer searches, and other reference materials; maintain files and keep records manually and electronically; work with numerical and/or alphabetical filing systems; perform mathematical computations accurately to maintain records and complete reports; operate a computer and use related software.

KNOWLEDGE of library methods, procedures, terminology and related technology; school library practices and techniques; library media terminology and processes; operation of library media equipment; bibliographic sources; standard reference materials; catalog card preparation, formats, and filing rules; office practices and procedures; standard library reference sources; applicable software programs.

ABILITY to type at a speed of 45 words per minute; maintain current knowledge of technological advances in the field; work independently with little direction and provide work direction to students; set priorities; establish and maintain effective working relationships; work as part of a team; understand and be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of vendors, district personnel and administrators; maintain consistent, punctual and regular attendance.

WORKING ENVIRONMENT/PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 20% walking, and 60% standing. This job is performed in a generally clean and healthy environment.

Education High School diploma or equivalent.

Required Testing Certificates

Job-Related Proficiency Examination Valid Driver's License and Evidence of Insurability (desired)

Typing certificate providing proof of ability to type 45 WPM

Continuing Education/Training Clearances

None Specified Criminal Justice Fingerprint/Background Clearance

TB Clearance

Pre-placement Physical Exam

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Collective Bargaining Agreement between California Teamsters Public, Professional & Medical Employees Union, Local 911 General Employees Unit and Palm Springs Unified School District.

FLSA Status Bargaining Unit Salary Range BOE Approval Date

Non Exempt Teams 2 21 11/27/07

[Top](#) | [Print](#) | [Close](#)