

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

<i>POSITION TITLE: LIBRARY MEDIA TECHNICIAN I</i>
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DEFINITION: Under the supervision of the Librarian, performs a wide variety of responsible library and clerical duties relative to the general operation of a school library and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *Duties may include, but are not limited to the following:*

- Assist in supervision of large and small student group activities
- Maintain all library materials, audio visual equipment, and the various circulation and inventory records
- Provide library information and services to the teaching staff
- Order, receive and verify invoices
- Process new materials including textbooks and supplemental classroom material
- Maintain current catalogs for all publishers of library materials and supplemental material
- Type routine correspondence and lists
- Maintain accurate inventory of newspapers, periodicals, and archived periodicals
- Perform general mail and telephone duties, and answer inquiries
- Operate a variety of audio visual machines
- Assist in keeping the library orderly
- Maintain a quiet atmosphere for study
- Assist Library staff where applicable
- Assist in preparing books for binding
- Assist in maintenance of library inventory
- Maintain textbook and supplemental material inventory records
- Maintain textbook room
- Other duties as assigned

REQUIREMENTS:

- Ability to use a computer
- Type at a net speed of 35 words per minute

QUALIFICATIONS:

Knowledge of:

- Clerical functions
- Library organization, procedures, concepts and methodology
- Basic supervisory techniques

Ability to:

- Maintain effective relationships with library staff, faculty, and students
- Perform intermediate level clerical and other duties as required quickly and efficiently
- Organize and supervise student groups
- Operate a variety of office machines and audio-visual equipment

POSITION TITLE: LIBRARY MEDIA TECHNICIAN I, Continued

EDUCATION AND EXPERIENCE:

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein
- Completion of the twelfth grade

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working conditions subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's license
- Valid CPR/First Aid Certification is desirable

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.