

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: LIBRARY MEDIA SPECIALIST

DEPARTMENT: STUDENT SERVICES

REPORTS TO: PRINCIPAL

DEFINITION:

Under general supervision, to perform clerical functions related to the acquisition, processing, cataloging, storage, circulation of library and reference books, textbooks and a variety of other instructional materials and media; and to do other related work as required. May assist with the supervision of students. Uses and assists students in the use of new technologies, such the Internet and library and all other media.

EXAMPLES OF DUTIES:

- Processing of library books, textbooks, periodicals, instructional materials, and media.
- Maintains an automated circulation and distribution system.
- Prepares and maintains a variety of files and records, including shelf and storage lists and records, and other files and records.
- Collects and circulates library books, periodicals, textbooks and instructional media.
- Locates materials for classroom use; may assist students in locating materials that pertain to specific subject matter areas.
- Assists in monitoring student behavior.
- Provides direction and assistance to student library assistants.
- Develops interest center displays.
- Performs a variety of functions in maintaining a neat and orderly library media center environment.
- Prepares requisitions and orders for library books, textbooks, instructional materials, and other media materials, including media.
- Repairs and mends damaged books and other instructional material.
- Prepares book lists, bibliographies, memoranda, and other similar material using both manual and automated processes.
- Responsible for the library inventory process.
- Collects and catalogs library materials.
- Prepares new materials for use by classifying them by subject matter.
- Processes books and media materials into circulation system in a way that users can easily find them.
- Helps staff and students find the most updated computer research available.
- Assists with the management of the Library/Media budget and development of the end of the year budget projections, including capital outlay requests and other one-time book monies.

- Maintains the schedule for the library media center and computer lab.

QUALIFICATIONS

KNOWLEDGE OF:

- Modern office methods, practices, and equipment, including computer terminals, copying machine and computer printers.
- English usage, spelling, grammar, and punctuation.
- Library media center classification systems.
- Basic arithmetical concepts.
- Student behavior management strategies and techniques.
- Standard library reference sources, books, and other library-related materials.

ABILITY TO:

- Perform library clerical functions, including circulation and distribution functions.
- Maintain a variety of records and filing systems pertaining to a library media center.
- Utilize a variety of reference resource guides.
- May require the ability to have an accurate keyboarding rate of 30 WPM.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Operate computer systems including needed updating.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves walking and standing most of the time, but will involve sitting for brief periods.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Five years of varied and responsible level of clerical experience in a library or instructional materials center, including use and operation of computers and educational technology.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library clerical and general clerical areas or computers and educational technology.

LICENSE REQUIREMENT

- May require a keyboarding certificate (30 WPM) depending on assignment.