

## BURBANK UNIFIED SCHOOL DISTRICT

### CLASS TITLE: LIBRARY COORDINATOR - MIDDLE SCHOOL

#### BASIC FUNCTION:

Under the direction of an assigned supervisor, provide library services related to the evaluation, acquisition, circulation, distribution and recovery of library books and reference materials at a middle school site. Provide general library assistance and information to students and staff. Supervise large groups of students utilizing the library during regular operating hours; work is performed independently with only occasional supervision.

#### REPRESENTATIVE DUTIES:

Provide training to students and staff in the use of library technology including but not limited to internet, CD-ROMS, and other programs.

Conduct library orientation classes and provide a variety of library related information to students and staff; assist in locating and selecting appropriate materials resources.

Order, receive, process and circulate all periodicals, including class sets.

Research as necessary state of the art student center research materials and equipment.

Trouble-shoot library equipment and refer for repairs as appropriate.

Discard outdated materials and update library collection.

Research, select, order and process library books and materials for library circulation. Confer with teachers regarding books and other library resources selected to enhance the curriculum.

Communicate with vendors regarding purchase orders, deliveries and acquisition of materials.

Develop and maintain knowledge of curriculum in all subject areas in order to evaluate, acquire, and develop appropriate bibliographies.

Supervise students in the library.

Promote reading and provide information on current events to students and staff.

Promote and maintain a positive library environment including displays, shelf order, and library bulletin boards. Mend and repair books and materials.

May assist in researching and providing information for library related grant applications.

Maintain library budget accounts; prepare and file student indebtedness slips as needed; notify students and teachers of overdue materials.

Train and provide work direction to library personnel and others as assigned; supervise and provide training to student workers.

Perform a variety of clerical duties including typing, filing and duplicating; answer telephone as needed.

Operate a variety of standard office equipment including computer hardware/software, typewriter, copier, ditto machine, calculator, fax machine and thermofax.

Perform related duties as assigned.

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

Technical library skills related to the receipt, processing, distribution and storage of books and other library resources.

Library classification systems.

Library terminology, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Bibliographic and reference materials.

Basic math.

Technical aspects of field of specialty.

Communication skills and organizational techniques.

Basic knowledge of instructional media equipment and materials.

Basic knowledge of computerized library systems.

Principles and practices of providing work direction and guidance to students and others.

Middle school curriculum.

### ABILITY TO:

Read, apply and explain library rules, regulations, policies and procedures.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Circulate library materials according to established procedures.

Assist students, teachers and others in use of books, textbooks and related material and equipment.

File alphabetically and numerically with speed and accuracy.

Maintain accurate inventory and control records and files.

Operate a variety of office machines and equipment including typewriter, calculator, copier, computer hardware/software.

Work cooperatively and effectively with others.

Train and provide work direction to others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Add, subtract, multiply and divide quickly and accurately.  
Type at 35 words net per minute from clear copy.  
Understand and follow oral and written directions.  
Lift objects weighing up to 25 pounds using safe and proper methods and/or equipment. Move objects weighing over 25 pounds using safe and proper methods and/or equipment.  
Coordinate, schedule, provide demonstration and instructions of library materials and equipment for students and staff.  
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and two years increasingly responsible experience in a library or related environment and supplemental college level course work in library science desirable.

WORKING CONDITIONS:

School library and office environment; subject to lifting, climbing, pushing and exposure to dust and communicable disease.

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