

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direction of the Instructional Media Services Manager, perform a variety of technical library duties related to the receipt, processing, circulation and control of library books, textbooks and other instructional media in the District Media Center.

REPRESENTATIVE DUTIES:

Receive requests for library books from District elementary schools; compile requests and prepare requisitions for additions to the elementary library book selection.

Receive, classify, catalog and process elementary library books and audio-visual equipment for the District Media Center.

Assist in preparing textbook orders for elementary schools; locate source and obtain information related to price and availability.

Receive, count, divide and repack incoming textbooks for distribution to schools; assure orders are accurately filled; arrange for textbook delivery.

Maintain accurate inventories of textbooks and library books for the District Media Center and elementary school libraries.

Provide information and technical expertise to District faculty, administrators and others; assist teachers in selecting appropriate books and materials.

Maintain a variety of records and files related to the circulation, acquisition, distribution and inventory of books, textbooks and media materials and equipment; prepare related reports.

Process library books donated by the PTA or other groups or received from other sources of funding.

Research and order unusual or specialized books or items as requested.

Communicate with vendors, State and County offices and District staff regarding purchase orders, deliveries and other acquisitions and distribution of Media Center materials.

Operate standard office machines including computer and word processing hardware, typewriter, calculator, thermofax and copier.

Arrange for disposal of obsolete materials as appropriate.

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 instructional materials.

Classification and cataloging of books and related media materials.

Print and non-print library methods, procedures and terminology.

Record-keeping techniques.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Proper methods of storing equipment, materials and supplies.

Bibliographical and reference materials.

ABILITY TO:

Process and circulate books and textbooks according to established procedures.

Classify and catalog books and educational materials.

Maintain a variety of records and files related to the acquisition, circulation and distribution of books, textbooks and related materials.

Maintain accurate inventories and reports.

Perform specialized clerical and technical work independently.

Learn the District's organization, policies and procedures related to the District Media Center.

Learn to follow, apply and explain rules, regulations, policies and procedures.

Add, subtract, multiply and divide quickly and accurately.
Understand and follow oral and written directions.
Communicate effectively both orally and in writing.
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.
Type at 50 net words per minute from clear copy.
Work cooperatively and effectively with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Operate a variety of office machines including typewriter, calculator, copier, thermofax, computer and word processing hardware.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in library science and three years increasingly responsible experience in a media center of related environment.

WORKING CONDITIONS:

District Media Center environment; subject to lifting, climbing and pushing.