

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Library Technician	FLSA:	Non-Exempt
Department/Site:	Various	Salary Grade:	110
Reports to/Evaluated by:	Site Principal	Salary Schedule:	Classified

SUMMARY

Performs a variety of paraprofessional and clerical library duties in an elementary, continuation high school, intermediate or high school library.

NATURE AND SCOPE

The Library Technician maintains an environment conducive to instruction and learning; maintains the collection so that library materials are accessible to the learning community; manages the ordering, cataloging, and processing of library materials; assists in the training of student aides and/or volunteers; works with the learning community to schedule library use; encourages independent reading; and assists patrons in finding appropriate materials and information. Job focus includes library, technology, textbook acquisition or processing or general library work. Clerical work and record keeping duties may be complex but usually follow standard procedures. Interacts with students, teachers, outside patrons to provide technical information and general support in the use of library services.

DISTINGUISHING CHARACTERISTICS

The Library Technician provides a typical range of library services in a school library setting. Incumbents in this position have full day-to-day operation of a school library, and may have support from a Teacher Librarian or work alongside other technicians. Library Technicians will be mindful of cultural competency and have respect for diversity of the school and our world.

ESSENTIAL TYPES OF DUTIES (Examples)

- Assists students and staff in locating books and instructional materials, using the electronic catalog, reference materials, and in the use of digital and electronic equipment, teaching them to use resources.
- Works with the principal, teachers or Teacher Librarian to select library materials to support curriculum depending on age, grade level, and English proficiency of students.
- May provide support of technology and equipment at the school site. May circulate, store, inventory, maintain, and operate a variety of technology equipment. Responsible for the movement and discards of technology.
- Processes new materials (books, media, textbooks or periodicals, technology and equipment), enters into the system (MARC), and prepares for and enters into circulation (shelves), in a timely

manner.

- Supports the principal in the managing of the library budget, including the use of district-approved accounting systems.
- Receives, houses, circulates, and inventories textbooks, in accordance with the Williams Act. Coordinates with other schools for inventory adjustment. Handles discards.
- May develop and oversee various reading activities designed to stimulate student interest, ability, and motivation in reading including story time, book talks or reading clubs. May coordinate various reading awards programs.
- Assisting with-curating the library collection through ordering a diverse selection of books under the direction of the site administrator and Teacher Librarian support, when applicable.
- Responsible for providing a nurturing and safe environment and may include the supervision of students for a period of time.
- May be responsible for preparing, organizing, managing, and supervising book fairs and other programs to promote reading.
- Mends and repairs books and non-book materials. Disposes of damaged or outdated materials according to established procedures. Conducts annual physical inventory of all library materials.
- Organizes and decorates the library. Designs and constructs library displays, bulletin boards, posters, and signs. Provides a welcoming, clean, and orderly environment.
- Follow-up on overdue materials. Sends notices and maintains associated records.
- Performs routine clerical and record keeping duties.
- Attends library meetings and professional development activities, as offered.
- May be responsible for other duties as assigned by the principal or director of library services.

QUALIFICATIONS

Knowledge and Skills: Requires knowledge of basic library methods, practices and terminology. Must understand the Dewey Decimal System of classification and the American Library Association rules for cataloging. Must be familiar with the MARC system and records. Requires sufficient communication skills in order to interact with students, staff and teachers on administration of library programs.

Abilities: Must be able to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well-organized and attractive library setting. Must be able to apply and explain library rules, regulations and policies. Must be able to monitor and maintain acceptable student behavior. Requires the ability to deal courteously with library patrons including students, teachers, parents and members of the public. Must be able to perform routine clerical and record keeping duties.

Physical Abilities: Normally works in a library setting with minimal exposure to health or safety hazards. May require periods of walking and standing. Requires good arm, hand, finger dexterity in order to operate keyboard and other office equipment. Requires visual acuity to read words and numbers

and speaking and hearing to communicate in person or over the phone. Requires lifting of up to 50 pounds.

Education and Experience: High School diploma or equivalent required. AA degree, or 48 college semester units, or passage of the paraprofessional exam required. Minimum of one-year experience in a library or instructional setting preferred.