

**PACIFICA SCHOOL DISTRICT**  
**Position Description**

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**TITLE:** Library Media Technician

**REPORTS TO:** Principal

**CLASSIFICATION:** Classified

**WORK YEAR:** 10 month employee

**SALARY:** Classified Salary Schedule Range 52

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**Basic Function**

Under the general supervision of the Principal, the Library Media Technician oversees library/media center operations and provides library and media services to insure students have access to high quality books and electronic resources that support their literacy and information needs from TK through 8<sup>th</sup> grade. Duties include managing the library collection, including selecting and deselecting books and materials; recruiting, training and supervising parent and community volunteers; scheduling classroom visits to the library/media center; budgeting for and purchasing library materials; and cataloging books and materials and maintaining patron records using an automated circulation and cataloging system.

**Essential Functions**

- Oversee and provide circulation services for students and teachers, including check-out and return of library materials, preparation of overdue notices, and billing for lost or damaged materials.
- With guidance from the District Librarian, analyze, maintain, and develop the library collection according to District and State school library standards:
  - Select, purchase, process, and catalog materials (including books and electronic resources) for the library,
  - Select library materials for removal from the library (weed the collection).
- Organize, train, and supervise parent and community volunteers.
- Read aloud, present book talks, and demonstrate use of the library to students, including use of the electronic catalog system.
- Support District literacy programs by researching and incorporating leveled reading information into the records for all cataloged materials.
- Collaborate with teachers and content area specialists to provide student access to materials that support the curriculum.
- Facilitate the development of information literacy and digital research skills by students, including the use of instructional technology (apps, online resources, search engines, portals).

**Duties and Responsibilities** (This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- Assist students in locating, evaluating, and using appropriate print and electronic resources.
- Plan and schedule class visits to the library media center, using an online calendar.
- Supervise students in the library as needed.
- Maintain patron information and manage the library collection through the use of library management software.



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- Prepare and distribute weekly/monthly library media center schedules.
- Produce monthly library reports summarizing circulation statistics and program activities.
- Participate in meetings to coordinate with other district library staff and the District Librarian.
- Collaborate with other school staff members to support school/district initiatives.
- Organize and shelve materials to enable students to locate what they need in the library.
- Create library displays focused on specific authors, events, and programs.
- Establish and monitor annual library budget for books, repair supplies, and equipment.
- Perform periodic inventory of library collection using library software.
- Operate a variety of office equipment including computers, printers, copiers, and digital projectors.
- Troubleshoot computer, printer, and basic network connectivity problems.
- Repair books using established procedures and specialized supplies.
- Perform related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern library/media center practices, procedures and equipment; information retrieval, internet access, methods of ordering and maintaining books/materials.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Effective record-keeping techniques.
- District organization, operations, policies and objectives.
- Health and safety regulations, precautions, and procedures.

#### **Ability to:**

- Work independently with minimal direction.
- Communicate effectively both orally and in writing with a variety of audiences.
- Provide direction to parent and community volunteers.
- Interact effectively with students of all grade levels TK-8.
- Operate appropriate office equipment, including computers.
- Use, or learn to use, office productivity software to create documents, spreadsheets, and slideshows.
- Work cooperatively and collaboratively with others.
- Occasionally interface with disgruntled community members.
- Present a professional image appropriate for a school workplace.
- Understand and follow oral and written directions in English.
- Read, explain and follow rules, regulations, policies and procedures.
- Maintain records according to established procedures.
- Maintain student confidentiality.
- Meet schedules and deadlines.
- Complete assigned work in timely manner.



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#### **Physical Requirements:**

- Must have the strength and dexterity to lift and move up to 30 pounds.
- Ability to sit at a table or desk or stand for extended periods of time.
- Bending at the waist, kneeling or crouching to reach materials and work with students.
- Use lower body mobility to stand, walk, stoop, and bend to perform tasks such as lifting equipment from floor to other locations.

#### **Education and Experience:**

Required: High School diploma or equivalent, and

One year of library media center or related experience

Preferred: 2-year or 4-year degree from an accredited college, or Library Technician Certification

2 or more years of library media center or related experience

#### **LICENSES AND CERTIFICATES**

Possession of a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations is required.

*Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.*

Board Adoption:

Original:

Revised: