

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Library Resource Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	IMC	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	March 24, 2010	SALARY:	G-28/CSEA 125 Salary Schedule

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform technical library duties related to the acquisition, classification, cataloging, circulation and processing of books, periodicals and other library materials; facilitate communication with District elementary school library staff; assist with the planning of meeting agendas, staff development activities, and selection of materials; work with principals and certificated staff to resolve library-related concerns and issues to provide reasonable, timely delivery professional services.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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.)

Coordinate communication between coordinator and elementary school site library technicians and administrators; serve as primary reference source for others working with library media services to provide high quality learning materials to meet the needs of students and sites. *E*

Perform technical library duties related to the acquisition, classification, cataloging, circulation and processing of books, periodicals and other library materials. *E*

Schedule and organize meetings related to material updates, new materials and district policies and procedures for library staff. *E*

Assist elementary library staff with the selection and ordering of library materials and programs for library automation to provide reasonable, timely delivery of high quality services to every site. *E*

Perform on-site training and assistance on proper maintenance and organization of a library operation to provide sites the necessary assistance to educate students at grade level and beyond. *E*

Contact vendors and publishers; coordinate previewing and distribution of sample copies of books and materials from publishers to provide students access to high quality learning options and a variety of activities. *E*

Update and maintain central professional library; discard old and damaged books; select and order materials in a reasonable, timely manner to meet the needs of students and staff. *E*

Advise District personnel on the use of a computer-produced catalog, reflecting coded information for acquisitions, circulation and inventory of instructional materials. *E*

Efficiently operate various office and audio-visual equipment. *E*

Maintain accurate and current records and reports of various library activities. *E*

Train new library technicians and substitutes to provide timely delivery of high quality services to the students, staff and sites; monitor book orders and materials received from new technicians to ensure accurate expenditures. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years college-level training in library technology and three years increasingly responsible library work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; Library Technology Certificate.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of a school library.
Dewey Decimal system of classification.
Library of Congress system of classification.
Library practices, procedures and terminology.
Library reference materials and resources.
Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.
Cataloging rules and standards.
Current library technology including computer applications.
Accurate record-keeping techniques.
Operation of a computer and data entry techniques.
Research methods and techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Assist in the operation and maintenance of a school library.
Communicate, understand and follow both oral and written directions effectively.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Maintain records and prepare reports.
Train and provide work direction to others.
Work independently with little direction.
Complete work with many interruptions.
Learn new or updated computer systems and programs to apply to current work.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.
Learn District organization, operations, policies, objectives and goals.

WORKING CONDITIONS:

ENVIRONMENT:

Office and library environment; constant interruptions; contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodation, if necessary, sitting for extended periods of time to research materials; dexterity to operate a computer and other office equipment; reaching overhead, above the shoulders and horizontally shelving and retrieving materials; lifting and carrying light objects; kneeling, crouching and bending to retrieve materials from low shelves.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the American with Disabilities Act as required by law.

E= Essential Functions