

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

BOARD POLICY

CLASSIFIED PERSONNEL

JD 4200.1

MEDIA SERVICES TECHNICIAN

Definition

Under general supervision, to order, receive, process, distribute, inventory and maintain library books, textbooks, and audio-visual materials in the District's resource center; to assist school personnel in previewing, ordering and using library and audio-visual materials to perform clerical tasks related to library and audio-visual materials usage; and to perform related duties as required.

Responsible to

Assistant Superintendent, Educational Services

Examples of Duties

1. Assists in the research and procurement of new materials to be added to the District's audio-visual collections.
2. Orders textbooks and other instructional materials for school sites and assists in locating curriculum for classroom use.
3. Maintains online AV database.
4. Acts as liaison between school librarians and district administration.
5. Processes, catalogues and applies bar codes to new materials prior to distribution and circulation.
6. Participates in school library inventories and reconciles records accordingly.
7. Maintains computerized audiovisual inventory records and participates in annual inventory.
8. Coordinates booking schedules.

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9. Repairs media, when necessary.
10. Performs typing and filing duties related to library and audio-visual materials.
11. Processes library records at individual school library sites including MARC records and barcoding.
12. Types letters, monthly newsletters, reports, invoices, requisitions, cards, lists and other materials from copy, rough drafts.
13. Performs other related duties as may be assigned.

Qualifications Guide

Knowledge of:

1. Correct English usage, spelling, grammar and punctuation.
2. Standard media center procedures.
3. Basic arithmetic, filing and record keeping procedures.
4. Record retrieval and storage systems.
5. Library of Congress subject headings.

Ability to:

1. Perform varied clerical work in a media center with speed and accuracy.
2. Operate a variety of modern audiovisual equipment and office machines including tape copier, videocassette recorder, video monitor, computer, typewriter, copier and others.
3. Perform media center clerical work without continuous supervision.

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4. Work efficiently with frequent interruption.
5. Maintain departmental records and prepare accurate reports.
6. Learn and apply media center procedures.
7. Understand and carry out oral and written instructions.
8. Maintain cooperative-working relationships with those contacted in the course of work.
9. Type proficiently.
10. Lift and carry heavy containers, up to 50 pounds.

Training and Experience

One year of experience in typing and general clerical work, preferably including experience in a media center or library; equivalent to the completion of the twelfth grade, supplemented by or including courses in typing and media center practices; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Licenses

Library Technician Certificate or library experience with demonstrated knowledge of Dewey Classification procedure, American Library Association Filing Rules, and Library of Congress subject headings.

Job Description Adopted: April 1981
Job Description Revised: February 21, 1989
Job Description Revised: July 16, 1990
Job Description Revised: October 15, 2007