

TITLE: Library Services Technician

DEPARTMENT: Teaching & Learning Services
(MVSC)

REPORTS TO: Director of School Improvement and the Assistant Superintendent of Teaching and Learning Services

POSITION SUMMARY: Under the direction of the Director or Assistant Superintendent as appropriate, the position prepares, assists in the management of inventory of, and coordinates care and dissemination of instructional materials for libraries in the building and curricula adoption district-wide while also providing technical support for District staff regarding the library and media automation and technology systems. This position requires knowledge of District policies and regulations, the ability to assume responsibility and work effectively under pressure while maintaining confidentiality, and the demonstration of strong interpersonal skills.

ESSENTIAL FUNCTIONS:

- Maintains a variety of documents, files and records for the purpose of providing curriculum information to district staff.
- Classify, catalog and prepare library media materials that are received, received unprocessed, or are sent for surplus.
- Assist with the purchasing, classification, cataloging and preparation of library media and curricula materials for dissemination or surplus including maintenance of the electronic inventory.
- Create and/or edit bibliographic records for items entered into the District Online Library Database.
- Maintain all cataloging information files, including electronic ones, and other material relevant to a long term information retrieval system and district-wide electronic database for library media and curricula.
- Develop authority files and other control procedures to maintain integrity of a District Online Library database.
- Supervise and facilitate the storage of district surplus/obsolete books as per district regulations.
- Supervise and facilitate the process for books used as part of any District curricula being sent to bindery for rebinding.
- Research cataloging information from existing sources or from outside sources as needed to complete the processing of library media materials in the electronic database.
- Work with vendors to learn of new resources, provide appropriate service for maintenance, and to gain favorable discounts.
- Provide training and in-service for new librarians on MARC (Machine Readable Cataloging) records and the District online database.
- Provide technical support and assistance, such as trouble-shooting, records management, and records input to district teacher-librarians, media specialists, and support staff in the area of automated circulation systems, on-line catalogs, and the District curricula database.
- Provides customer service and assistance to teacher-librarians and district staff, including physical and electronic inventory maintenance in the online database used by library media and District curricula.
- Propose, coordinate and manage the purchase and installation of library automation software used district-wide.
- Work with Student Records and WSIPC as appropriate to import student information data into library automation system and the database.
- Supervise staff, students and volunteers working in the library processing department at May Valley Service Center.
- Provide regular program evaluative feedback with suggested plans for amelioration of any targeted areas of concern to the Director, Assistant Superintendent, and other stakeholders as appropriate.
- Prepare, maintain, and report on an annual budget for Book Processing.
- Prepare, maintain, and report on annual production reports.
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and preform related duties and key responsibilities consistent with the scope and intent of the position.

QUALIFICATIONS:

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required of current national standards for access to information such as Dewey Decimal Classification, Sears Subject Headings, Anglo-American Cataloguing Rules, and USMARC documentation; to perform basic math, including calculations using fractions, percent's, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; office application software; business telephone etiquette; and common office machines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; working with frequent interruptions; communicating with diverse groups; maintaining confidentiality; working with detailed information/data; setting priorities; and working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

EDUCATION: High school diploma or equivalent.

EXPERIENCE: Minimum two (2) years' experience cataloging with online library media software and the maintenance of an electronic inventory and database.

REQUIRED TESTING: Pre-employment Proficiency Test

CERTIFICATES AND LICENSES: CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

CONTINUING EDUCATION/TRAINING: None Specified except for those to maintain knowledge as current in the operation of hardware and software used for the automation of library media centers; online databases with multiple access points; library media and curricula circulation and inventory systems, and appropriate terminology and procedures.

CLEARANCES: Criminal Justice fingerprint/Background Clearance

FLSA STATUS: Non-exempt

BARGAINING UNIT: Unrepresented

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).

Name (sign)

Name (print)

Date