



# Chualar Union Elementary School District

## LIBRARY TECHNICIAN

**Classification:** CLASSIFIED

**Work Days:** 190

**Salary:** K

### **DEFINITION**

The job of Library Technician is for the purpose/s of maintaining library and textbook collection; implementing age appropriate programs for students utilizing library resources; performing clerical functions related to collection, processing, circulation, maintenance, inventory of library materials and/or textbooks. Assist Superintendent/Principal & Academic Coordinator with inventory of curriculum.

### **SUPERVISOR**

Principal/Superintendent  
Academic Coordinator

### **POSITIONS SUPERVISED**

None

### **QUALIFICATION REQUIREMENTS**

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Utilizes electronic resources to monitor, manage, and maintain inventory of all library books, materials and textbooks as appropriate to the work environment
- Inventories library/textbooks, equipment, and maintains a variety of records and/or files materials for the purpose of documenting losses
- Works with Superintendent/Principal and/or Academic Coordinator to maintain inventory of curriculum.
- Assesses teachers, students and other personnel for the purpose of identifying resource materials for use in classroom, class assignments and/or recreational reading.
- Conducts classes and/or activities in a variety of formats (e.g. reading, storytelling, book fairs etc.)
- Coordinates various activities (e.g. book fairs, fundraising programs, class visits etc.) for the purpose of generating revenues to purchase additional library materials.
- Develops grade-level activities, programs and materials for the purpose of motivating and training students to use library resources.

- Directs student workers and volunteers for the purpose of guiding and monitoring work activities.
- Distributes and/or collects various library/textbooks and media equipment for the purpose of providing requested classroom materials.
- Instructs students for the purpose of educating them on the proper use of the library resources (e.g. classification system, card catalog, care of materials, computer library stations etc.)
- Uses electronic program/applications to keep students informed of (e.g. circulation cards, overdue book notices, schedules, lists, forms, memos etc.) for the purpose of providing documentation and/or information.
- Processes new and/or returned library/textbooks (e.g. Checking order accuracy, cataloging, sorting, shelving etc.) with the use of technology and computer software applications relative to requirements of the position for the purpose of updating and maintaining collections.
- Attends in-service meetings and training for the purpose of conveying and/or gathering information required to perform functions.

#### **OTHER DUTIES**

- Performs other job-related tasks as assigned

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

- Manual dexterity sufficient to write, use telephone, computer, calculator, and operate center equipment
- Vision sufficient to read handwritten and printed materials, display screens, and to see at a distance
- Hearing sufficient to conduct in person conversations with children and adults and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversation distance, on the telephone and in addressing groups
- Physical agility to push/pull, squat, twist, turn, bend, stoop, and to reach overhead, and run
- Physical mobility sufficient to move rapidly about the work environment on varied indoor and outdoor surfaces, to drive an automobile and to respond to emergency situations
- Physical strength sufficient to lift 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs
- Physical, mental and emotional tolerance to be exposed to the noise generated by children in an enclosed environment
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, made valid judgments and decisions.

#### **REQUIRED QUALIFICATIONS**

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

- AA Degree or two years college credit
- Any combination of training and experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties

- Job related experience is desired; experience as a librarian in a school or other relevant environment preferred

### **Knowledge of**

- Basic English, spelling, grammar and punctuation
- Operating manual and automated office equipment, including a personal computer utilizing pertinent software applications
- Specific knowledge required to satisfactorily perform the functions of the job includes elements of library operations; children's literature; age appropriate activities
- Basic computer skills sufficient to maintain records and reports
- Understand and be sensitive to those culturally and linguistically diverse backgrounds

### **Skills and Abilities**

- Establish and maintain cooperative relationships with those contacted within the course of work
- Communicate effectively in the English and Spanish languages, both orally and in writing
- Demonstrate understanding, patience, a positive attitude and genuine interest in working with children, staff and families
- Be flexible with a positive attitude and possess excellent interpersonal skills
- Exercise reasonable judgement in unusual circumstances
- Understand and carry out oral and written directions
- Function effectively within a team setting
- Work effectively with individuals of diverse educational, socio-economic, and cultural backgrounds
- Preparing and maintaining accurate records
- Utilizing equipment used in library
- Performing standard clerical procedures

### **Licenses and Certifications, Clearances**

Maintain valid First Aid and CPR Certification

Criminal Justice Fingerprint Clearance

TB Clearance

Library Technician Certificate preferred

12-09-22 Revised

Board Approved: 01/25/2023