



PITTSBURG UNIFIED SCHOOL DISTRICT

LIBRARY TECHNICIAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under supervision, to perform a variety of clerical and technical duties in a library; and to perform all other related duties as assigned.

EXAMPLES OF DUTIES:

- Types letters, reports, invoices, requisitions, cards, lists and other material from copy, draft and machine recordings
- Process library materials and text materials with suitable property markings, jacketing, packaging and storing
- Checks books, audio visual equipment and other instructional resources in and out of the library or media center
- Handles and supervises the circulation procedures, including preparing overdue notices, previewing materials, keeping records of equipment loans and returns
- Assists teachers in the instruction of appropriate library skills for students
- Assists students and teachers in researching, identifying and/or locating library skills, and conducts training sessions
- Supervises student use of the library
- Prepares work schedules for student assistants and parent volunteers, and supervises them in their work
- Performs repairs on library and/or text materials, and sends the more complex repairs out
- Prepares displays, learning centers and instructional packets
- Orders and receives materials
- Maintains inventories
- Keeps detailed records of materials, money and requisitions
- Recommends materials for order
- Confers with teachers in the development of learning packets, and acquisition of new materials
- Prepares and/or assists in the preparation of subject matter bibliographies
- Operates and maintains in good repair, a variety of audio-visual equipment
- Receives verifies, processes, distributes, inventories and stores shipments of library books, textbooks, audio-visual equipment, and related instructional materials
- Orders and keeps records on school magazines subscriptions and inventories
- May read to students
- Operates on-line automated library computer program
- Performs all other related duties as assigned

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MINIMUM REQUIREMENTS:

Knowledge Of:

- Modern office methods, practices and procedures
- Correct English usage, spelling and penmanship
- Basic process involved in ordering, receiving, placing and issuing materials and books
- Basic library terminology and standard library practices including the Dewey Decimal System
- Library media concepts, vocabulary and artistic expression
- Basic principles of cataloging and organizing library materials
- Principles of supervision and training

Ability To:

- Perform clerical work using independent judgment
- Apply specific rules and procedures used in a library setting
- Operate standard office machines, computers, and a variety of audio-visual equipment
- Make minor repairs to a variety of audio-visual equipment and textbooks
- Understand, carry out and give oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work
- Type accurately from clear copy.
- Type at 45 wpm
- Must have passed the District clerical examination

Training & Experience:

Two years of library experience, preferably including some experience in an educational setting; or equivalent to the completion of an Associate of Arts degree or certificate in library media technology; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

Classified Employee Salary:	Range 30
Draft Date:	10/06/99
Board Approval:	10/13/99