

JOB DESCRIPTION
San Leandro Unified School District

Library & Multimedia Specialist

Purpose Statement

The job of Library & Multimedia Specialist is done for the purpose/s of providing support to the instructional program with specific responsibilities for assisting the Library & Multimedia Coordinator or assigned certificated staff; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks; documenting losses and monitoring procedures; selecting appropriate items in support of classroom instruction; and instructing students on the proper use of the library resource as assigned.

This job reports to District Library & Multimedia Coordinator or designee

Essential Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Collects lost library and textbook fines for the purpose of completing transactions and/or securing funds.
- Evaluates books and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books and/or periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Evaluates media equipment (e.g. computers, etc.) for the purpose of making repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.
- Maintains materials inventory (e.g. library books, textbooks, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Makes repairs for the purpose of ensuring the availability of books and library materials.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Oversees student aides and/or volunteers for the purpose of providing orientation, training and ensuring assignments are completed.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes library books, textbooks, periodicals, software and related media materials (e.g. logging into master files; bar coding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.

- Processes new student library cards; notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for lost items.
- Purchases library books, textbooks and other materials for the purpose of maintaining availability of required items and ensuring auditing compliance (e.g. William's audit).
- Reconciles student data with registration office for the purpose of ensuring the proper number of textbooks are ordered.
- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

Other Functions

- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally 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 using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, 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: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; preparing and maintaining accurate records; and communicating with diverse groups.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Screen

FLSA Status

Non Exempt

Approval Date

November 10, 2015

Salary Range

38