

BRIEF DESCRIPTION OF POSITION:

Under supervision of the Principal of the continuation high school and the direction of the Librarian, performs specialized functions related to the acquisition, receipt, circulation, and use of library books, textbooks, ebooks, instructional, and audio-visual materials; provides assistance to students and staff in computer applications and digital learning resources to support information/digital literacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Library/Textbook Media Technician

- a. Processes orders for textbooks, library books, electronic learning resources, publications, catalog cards, and other library materials and supplies.
- b. Receives incoming library, electronic learning resources, textbooks and related materials; checks against invoices and maintains accurate records.
- c. Performs responsible clerical duties related to cataloging, classifying and processing print and non-print media; processes new books and media materials according to established procedures.
- d. Assists with the training and supervision of library science students and aides, as assigned.
- e. Maintains a variety of records, logs, and statistics related to inventory and supplies and library use and operations.
- f. Types catalog and shelf-list cards, book lists, bibliographies, overdue lists and requisitions.
- g. Assists faculty and students in library usage and computer applications; monitors student behavior and assures proper conduct according to established guidelines.
- h. Prepares, types and maintains a variety of materials including spreadsheets, requisitions, overdue invoice statements and forms; generate and distribute student overdue circulation notices for library materials.
- i. Maintains library media materials and equipment; mends, re-labels, and repairs books, pamphlets, textbooks and other instructional materials.
- j. Maintains textbooks and equipment; mends, re-labels, and repairs books, pamphlets, textbooks, electronic learning resources and other instructional materials.
- k. Processes annual textbook inventory and retrieval and distribution of textbooks.
- l. Bills for lost textbook, library books and other library materials; collects money and prepares appropriate receipts and financial records; pulls report cards and contacts parents, as needed.
- m. Provides support and assistance to other library staff, as needed.
- n. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

Career Center Technician

- a. Plans, organizes, develops, and implements career events and workshops; publicizes Career Center services, resources and speaker programs; updates and maintains master calendar of Career Center and related activities.
- b. Schedules, introduces, hosts and evaluates business and community speaker programs for the Career Center.
- c. Researches and obtains information concerning occupations, colleges, financial aid and military programs, as requested; assists and supervises students using Career Center; assists students with education program planning and post-high school planning.
- d. Assist students with various interviewing mediums such as Skype.
- e. Assist students with creating their own brands on social media.
- f. Assist students by providing resources for career connections such as Tweeter, Facebook and company websites.
- g. Guide students in using podcast or videos to assist in career and/or college growth.
- h. Remains current on information related to Career Center functions and services; attends various workshops and seminars.
- i. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Computerized library systems
- Functions and services of a high school library/career center
- Library processes relating to the acquisition and circulation of materials
- Library terminology and standard practices

- Standard library reference sources
- Career and occupational resources
- Record keeping techniques
- Basic research methods
- Verbal and written communication skills
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy
- Modern office practices, procedures and equipment
- Telephone techniques and etiquette
- Operation of a computer terminal

Ability to:

- Plan, organize and operate a Career Center
- Perform a variety of duties relating to the ordering, processing and maintenance of library/career center materials and textbooks
- Assist in training and providing work direction to student aides
- Perform clerical duties such as filing, duplicating, and typing
- Learn to interpret, apply and explain rules, regulations, policies and procedures
- Operate a variety of office and library equipment
- Lift objects weighing up to 30 pounds
- Type at an acceptable rate of speed
- Meet schedules and timelines
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with others
- Work independently with little direction
- Complete work with many interruptions
- Use technology such as Facebook, Tweeter and Skype to connect with colleges and careers

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and two years increasingly responsible clerical experience.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift, push and carry books and other library/media materials and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Library/Career Center environment.