

LIBRARY MEDIA SPECIALIST

Purpose Statement:

The job of Library Media Specialist is done for the purpose/s of promoting, supporting and encouraging literacy; maintaining library collection and controlling audio visual equipment at school site; assisting students, staff and community in utilizing library resources under the direction of a certified librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials.

Essential Functions

- Assists teachers, students, and other personnel for the purpose of researching materials for use in classroom and/or to enhance class assignments.
- Catalogs books (e.g. Dynix and/or Precise system, etc.) for the purpose of preparing them for check out from the library collection.
- Encourages the use of library resources (e.g. read-alouds, book talks, fairs, contests, displays, etc.) for the purpose of promoting literacy.
- Instructs students and staff for the purpose of educating them on the proper use of the library resources (e.g. classification system, on line catalog, care of materials, etc.).
- Inventories library books, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains files and/or records (e.g. class schedules, books read, collection development, etc.) for the purpose of ensuring availability of library facilities and/or providing an up-to-date reference source.
- Monitors students for the purpose of maintaining discipline and order in the library media center.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental operations.
- Performs routine and preventive maintenance of media and in-library computer equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Processes notices of missing or damaged books for the purpose of securing reimbursement for book-related losses.
- Processes orders for library books, periodicals, videos, films, etc. for the purpose of maintaining library/video collection.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Requests and distributes various library books and media equipment for the purpose of providing requested classroom materials.
- Researches book levels, availability and reviews for the purpose of identifying books and/or providing recommendations to teachers, principals, parents, etc.
- Responds to inquiries (e.g. parents, students, teachers, staff, vendors, etc.) for the purpose of providing information and/or direction.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends staff meetings for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the repair of library/media materials; operating standard office equipment including using pertinent software applications; planning and managing projects; 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 required to satisfactorily perform the functions of the job includes: elements of library operation; cataloging systems (e.g. Precise, Dynix, etc.); children's literature; library policies and procedures; and age appropriate activities

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: working with constant and sustained interruptions; maintaining confidentiality, communicating with diverse groups; meeting deadlines and schedules; and setting priorities

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. 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 job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under a generally hazard free environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

Pre-Employment Drug Screening
Pre-Employment Proficiency Test
Pre-Placement Physical Exam

Certificates & Licenses

None specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 20