



## FALLBROOK UNION HIGH SCHOOL DISTRICT

### LIBRARY and MEDIA SERVICES TECHNICIAN

#### **BASIC FUNCTION:**

Operates independently in carrying out responsibility for the day-to-day operation of the library facilities, supervises library services and other students assigned to the library, trains and supervises library assistants and performs related work as required.

#### **ESSENTIAL JOB FUNCTIONS** – Duties may include, but are not limited to the following:

- Works with the principal on library curriculum.
- Orientation, training, supervision, instruction and assistance for instructors, students, library assistants, and community organizations in library skills and utilization of all library services.
- Maintains quiet and discipline in the library.
- Acts as Reference Librarian.
- Maintains shelf list, card catalogs, vertical file, map file, historical files, calendar for library usage, computer records and bulletin boards.
- Reviews for purchase, orders, catalogs and maintains inventory on textbooks, books, audio visual materials, computer software, periodicals and other library related materials and equipment.
- Insures repair of library related materials and equipment.
- Compiles reports, newsletters, handbooks, and correspondence, etc. related to library services function.
- Prepares library budget.
- Works with instructors on class bibliographies, classroom assignments, procurement of materials and research projects.
- Charges books in and out of the circulation desk.
- Supervise students using the library for various assignments.
- Barcode new textbooks.
- Assess fees for student technology devices repair.
- Update and maintain inventory of student technology devices.
- Create proxy work orders for student technology devices.
- Maintain student reading application (i.e. Sora) homepage on a regular basis.
- Update library website page with links and information on a regular and ongoing basis.

#### **QUALIFICATIONS:**

**Knowledge of:** All functions and aspects of a library. Ability to work independently, supervise students and co-workers and relate effectively with vendors and the public.

**EDUCATION & EXPERIENCE:**

Familiarity with audiovisual and computer materials.

Equivalent of two years college with course work in Library Sciences. A minimum of one year of experience working in a library.

**Working conditions:** Library/Office environment

**Supervisor:** Principal

**Work Year:** 8 Hours per day, 12 Months per year

**Salary:** Range 15

**Overtime Status:** Non-Exempt

Board Approved 6-11-2012

Revised: August 8, 2022

September 2019