



Librarian/Media Specialist (Non-Certified)

Department:	Library	Job Class:	Assistant/Technician
FLSA:	Non-Exempt	Job Grade:	Level 2
Category:	Classified	Contract Terms:	161 Days
EEO-4:	Administrative Support	Date:	April 2023

SUMMARY:

Under general supervision, this position manages the library collection and performs a variety of media center responsibilities, including working with groups of students in developing media skills and maintaining the school's literary collection. This position manages digital device inventory including chromebook technology, on a daily basis, and maintains the digital devices as assigned which includes but is not limited to troubleshooting.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Follows and maintains knowledge of all District policy(ies) and procedures.
- Troubleshoots all assigned media devices and audio-visual (A/V) equipment. Coordinates repairs with the assigned Building Technology Coordinator if necessary.
- Catalogs and processes new books and equipment.
- Knows and uses the Dewey Decimal System.
- Clean, repair, cover and bind damaged books.
- Screens, selects, orders, organizes and circulates all types of instructional material(s) and equipment.
- Encourages staff and students to access library/media center and its resources to encourage motivated, enthusiastic readers and skillful researchers.
- Plans, develops and encourages selection and purchase of age/interest appropriate literary and media materials in collaboration with students and staff.
- Evaluates continuously the media program and plans ahead for future growth and development with the building administration and teachers.
- Supervises students during library visits.
- Prepares materials as needed for instruction.
- Processes check-ins and check-outs of books, periodicals, reference materials, media devices and audio-visual (A/V) equipment to staff and students before, during and after school.
- Coordinates and sets-up of special events and book fairs in the library.
- Works with students in groups or individuals in the development of media and computer skills through help with reference work, selection of books and online reference searches.
- Maintains circulation records for library books, reference materials, periodicals and textbook depository.
- Inventories, orders and stocks library supplies, as needed.
- Maintains current records, tracking overdue and lost books, creating accounts for patrons and managing student library cards.
- Performs general office duties including answering phones, directing calls and taking messages as appropriate, greeting the public, typing, copying, filing, sorting materials and general correspondence.
- Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
- Promptly reports any serious accident or illness affecting students or any incident which might affect the school, teachers or students therein to building leadership.
- Assists administration in implementing policies and rules governing student life and conduct.

- Professionally represents the school and the District in interactions with parents, staff and students and resolves conflict in a professional manner.
- Performs a complete inventory of all furniture, equipment, printed materials, and technology annually.
- May provide training to student aides or other library assistants as needed.
- Participates in meetings, training, and site visits that involve a range of issues for the purpose of developing recommendations and/or supporting other staff.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the Building Leader or designee, and not otherwise prohibited by law or regulation.
- Supports the relationship between Garfield School District RE-2 and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and District staff; maintains confidentiality of work-related issues and District information; performs other duties as required or assigned.
- Maintains regular and reliable attendance.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED equivalent; AND at least two years of previous successful experience in a library, media or customer service oriented position; OR an equivalent combination of education, training, and experience.

Required Licenses or Certifications:

- Must possess a valid Colorado Driver's License and acceptable Motor Vehicle Record.

KNOWLEDGE AND SKILLS:

Knowledge of:

- Excellent communication skills paired with a friendly, customer service orientation.
- Knowledge of standard office procedures and equipment.
- Excellent organizational skills and attention to details.
- The Dewey Decimal System.
- Typing and data entry skills.
- Demonstrates ability to exercise sound judgment and discretion.
- Demonstrates working knowledge of computer applications including Microsoft Office Suite of Applications and Google Suite.
- Demonstrates ability with technology including iPads and Chromebooks.
- Customer service techniques.
- Ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
- Excellent integrity and demonstrate good moral character and initiative.

Knowledge of (Job Class Standard):

- District organization, operations, policies, and procedures.
- Safety policies, procedures, and practices.
- Inventory management methods and practices.

Skill in:

- Prioritization and multitasking under stressful situations.
- Troubleshooting techniques with digital devices including AV equipment, Chromebooks and iPads.
- Ability to meet deadlines as assigned.
- The ability to interact and communicate effectively with personnel at all levels and a diverse population.
- Demonstrate appropriate telephone etiquette, with proper voice inflection.

Skill in (Job Class Standard):

- Organizing and prioritizing work to meet deadlines and accomplish tasks.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.

- Communicating effectively both verbally and in writing.
- Establishing and maintaining effective working relationships.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- Work is performed in a standard office environment.
- Must be able to stoop, kneel and/or crouch for extended periods of time.
- Must be able to lift, push and/or carry up to fifty (50) pounds.

Signature: _____ Date: _____