

**NORTH COUNTY JOINT UNION SCHOOL DISTRICT**  
**500 Spring Grove Road, Hollister, CA 95023**

**CLASSIFIED POSITION**

**JOB TITLE: LIBRARY/MEDIA SPECIALIST**

**SALARY RANGE: 13**

**DEFINITION/BASIC FUNCTIONS:**

Under general direction, perform a variety of technical and clerical duties involving circulation, textbook distribution, reference and record-keeping activities within a school library/computer center and act as a prime resource person regarding textbooks/materials available. Receive supervision from the school administrator(s) and/or designee within a framework of standard policies and procedures; train, coordinate and supervise the work of students and/or volunteer aides; oversee the day-to-day operation of the library/computer center/book room/textbook process. Requires a variety of specialized, technical and organizational skills as well as creativity and initiative.

**DIRECTLY RESPONSIBLE TO: Principal**

**EXAMPLE OF DUTIES/ESSENTIAL FUNCTIONS:**

1. Assists students and faculty in the use of library/computer center/bookroom
2. Maintains system for distribution and inventory of textbooks
3. Collects fines; provides notification and follow-up on overdue material
4. Maintains library/computer center/book room in neat and orderly condition
5. Maintains records and prepares reports regarding circulation, lost materials, media equipment, and volunteer hours
6. Supervises students using the library/computer center, maintaining discipline as necessary
7. Facilitates library/computer use; provides information regarding library/media materials available, reference materials, and library/computer procedures, and assists students and staff in material searches, book selections, reading lists, and new publications
8. Orders and processes textbooks, books, materials, and supplies and types purchase orders for submittal to Principals
9. Receives book and material shipments, checks/verifies against purchase orders, and submits verification to Principal
10. Organizes and maintains the routine operation of a school site library/computer center and school supply room and book room

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11. Checks library and technology materials in and out of library/computer center; inspects incoming materials for damage; mends books and magazines; sends materials out for binding as necessary
12. Processes books, magazines, computer software, video tapes, listening centers and other library and technology materials in and out of collection
13. Checks in all supplies from vendors and distributes items
14. Maintains fixed asset inventory "tags"
15. Maintains safety/emergency preparedness (safety buckets & medical supplies)
16. Serves as representative to tech committee
17. Performs Special Education management information duties
18. Maintains records and prepares reports regarding circulation, attendance, monies collected and lost library and classroom textbooks
19. Stimulates student interest in reading by preparing displays and learning centers.
20. Supervises students as they use the library/computer center facility using knowledge of school rules and policies maintaining discipline as needed
21. Answers questions on basic reference materials and library/computer center procedures directing users to appropriate areas for retrieval of needed material
22. Researches requests from teachers, students and staff; fills teacher requests for library/computer center materials. Confers with teachers in development and acquisition of new materials
23. Performs inventory of collection, reporting lost/damaged materials and recommending withdrawals from and additions to the collection
24. Promotes the use of the library/computer center through displays, bulletins, theme weeks and/or other means
25. Maintains audio-visual files, verifies return of all items, notifies responsible individuals in the event of missing items and reorders replaceable items where necessary
26. Assists teachers in the operation of a variety of technology equipment
27. Schedules and conducts orientation sessions and class tours through the library/computer center; schedules class visits to library/computer center; provides instruction to students in the use of the library/computer center
28. Reads appropriate literature selections to classes of students visiting the library/computer center; provides library/computer center science instructions to individual students and classes when requested by teachers
29. Trains, directs and supervises students and volunteers in proper library/computer center methods and techniques
30. Supervises and evaluates student helpers working in the library/computer center; supervises students excused from physical education classes; maintains required records
31. Assists in the selection, ordering and processing of new books and supplies

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32. Serves as an information source to students, parents, teachers and other district personnel regarding books, reading lists, new publications, etc
33. Distributes and collects a/v films, kits and videos
34. Implements and coordinates special programs in the library/computer center; attends meetings and workshops related to school libraries
35. Conducts end of the year inventory of library/computer center materials, books and supplies for school supply room
36. Types letters, reports and invoice requisitions
37. Performs other related duties as assigned

### **Required Qualifications:**

1. Knowledge of the basic purpose, organization and operation of a school library/computer center; textbook inventory, collection distribution and process; modern office procedures and practices
2. Knowledge of computer operations in a library/computer lab setting
3. Knowledge of terminology, purpose, operations, and practices of a school library, computer center, special education program
4. Proper English usage, punctuation, spelling and grammar
5. Ability to perform clerical work using independent judgment
6. Conduct and/or direct library/computer center research using card catalogs, dictionary, computer technology, encyclopedias and related reference materials
7. Communicate effectively in both oral and written form; learn standard library/computer center terminology and methods
8. Use standard office and library/computer center equipment.
9. Type accurately from clear copy; operate audiovisual equipment, making minor repairs when needed
10. Plan and organize library/computer center activities and programs.
11. Ability to learn proper library/computer center/computer circulation, reference and retrieval methods and techniques
12. Ability to perform specialized library/computer work with speed and accuracy
13. Make mathematical calculations
14. Establish and maintain a variety of records and filing systems.
15. Prepare routine reports and correspondence
16. Establish and maintain effective work relationships with those contacted in the performance of required duties

**Training, Experience and Educational Requirements:**

1. Any combination of training and experience, which would indicate possession of the knowledge, skills and abilities listed herein
2. Completion of the 12th grade or the equivalent
3. AA/AS Degree or two years of college coursework required

**Physical Demands of Position:**

- The following essential physical requirements:
1. Seldom
  2. Occasional
  3. Often
  4. Frequent
1. Ability to stand, sit, walk, twist, stoop, crouch, climb, kneel, bend over, grasp, reach overhead, push and pull (4)
  2. Ability to see for the purposes of reading computer screens, hand held computers or cell phone screen, manuals, labels and other printed matter (4)
  3. Ability to hear and understand speech at normal levels (4)
  4. Ability to communicate so others will be able to clearly understand normal conversation (4)
  5. Ability to lift 25 pounds (3)
  6. Ability to carry 25 pounds (3)
  7. Ability to operate office equipment (4)
  8. Ability to reach in all directions (4)
  9. Ability to perform fine motor coordination (4)

**Work Environment:**

1. Mostly inside school library/computer center/book room but some working around school grounds
2. School environment
3. Work under pressure of deadlines and time constraints
4. Maintain emotional control under stress
5. Ability to cover other work stations
6. Ability to deal with interruptions

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**Work Hazards:**

1. Subject to exposure to communicable or infectious diseases

**Daily Service:** Eight hours per day/196 days per year

**Board Approved: May 24, 2004**  
**Revised: November 12, 2008**

**North County Joint Union School District**  
**Hollister, CA**