



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5077  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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## **Learning Resources Technician**

### **GENERAL PURPOSE**

Under general supervision, organizes, and performs activities in support of day-to-day operations of the Learning Resources Display Center (LRDC); receives, inspects, catalogs, arranges, organizes, shelves, and displays all state-adopted instructional materials for review by OCDE/district teachers, principals, and others; serves as the Center's primary contact/resource person; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Learning Resources Technician is responsible for independently overseeing and performing activities in support of day-to-day operations of OCDE's Learning Resources Display Center, including organizing, arranging, and displaying all state-adopted curricula and instructional materials for use by individual teachers, principals, and curriculum coordinators from County-wide public and private schools/school districts, faculty, and student teachers from neighboring colleges and universities and textbook publishers. An incumbent is responsible for effectively providing clear and accurate explanations and information about the Center and its services to visitors and the public. Work assigned requires a breadth of knowledge of state-adopted curriculum materials and the ability to organize and arrange materials for regular and continuous display and review.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Coordinates, organizes, oversees, and conducts activities in support of day-to-day operations of OCDE's Learning Resource Display Center; informs visitors and others about and enforces Center's operational policies, procedures, and processes, as well as program objectives; communicates with various state contacts and OCDE staff to facilitate and improve Center operations; on a County-wide basis, promotes the Center's services and resources to increase knowledge about and usage of available services and resources; maintains Center's calendar and schedules multiple visitor appointments, as necessary.
2. Receives, unpacks, and checks shipments of materials from publishers; identifies shortages, discrepancies, or other errors or problems; contacts publishers regarding missing materials or other issues; follows-up to ensure issues are appropriately resolved.
3. In compliance with established guidelines, organizes, catalogs, arranges, shelves, and displays materials for review; maintains and organizes Center/warehouse shelves; culls, removes, and processes outdated books/materials according to established procedures.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

4. Serves as the Center's primary contact/resource person for school districts, private schools and OCDE teachers, coordinators, and administrators, College/University faculty, student teachers, and multiple publisher contacts; provides assistance, information, support, and guidance via telephone, written or e-mail correspondence and/or in-person; responds to routine to non-routine visitor/contact inquiries, complaints and concerns; provides personal assistance and orientation overviews to Center visitors as needed/requested.
5. Plans, organizes, schedules, coordinates, and makes arrangements for a variety of training sessions, conferences, and book fairs; identifies and contacts appropriate publishers to secure participation; provides assistance and guidance to publishers, as needed; distributes invitations to teachers; arranges room and equipment setup/cleanup and refreshments; assembles, prepares, and distributes materials; makes presentations about Center services and resources.
6. Maintains safety, security, order, and cleanliness of Center facilities and equipment; informs and coordinates with property management and/or OCDE facilities department regarding facility maintenance and repairs; performs preventive maintenance on standard office equipment; contacts vendors for equipment/facilities service and follows-up to ensure satisfactory completion; opens and closes facility; properly utilizes security system.
7. Maintains and updates assigned Center reports and records; compiles, organizes, tracks, reviews, and distributes usage, visitor and other Center-related data and information.

## **OTHER DUTIES**

1. Serves on the state Social and Legal Compliance division panel.
2. Attends a variety of meetings and training sessions as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. State-adopted textbooks for multiple OCDE/district curricula, as well as publishers/sources for materials.
2. Modern office procedures, methods, and equipment.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation
4. Uses and operations of a computer standard business software to access and enter data accurately and to develop records, reports, and other documents
5. Sources and types of other media instructional materials used by a school district.
6. Customer service techniques and etiquette.
7. Receiving and storage practices, procedures, methods, and techniques related to textbooks and other state-adopted materials.
8. Basic work practices and safety procedures relevant to the storage and display of textbooks and other instructional materials for review by multiple parties

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**Ability to:**

1. Organize, arrange, and shelve all grade level/subject area state-adopted materials for display and review and assist visitors in locating materials.
2. Understand, interpret, apply, and explain routine information related to the review of state-adopted textbooks and materials and other matters within areas of assigned responsibility.
3. Understand, interpret, explain, and apply Center rules, regulations and policies.
4. Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
5. Operate a computer, standard business software, and other standard office equipment.
6. Inspect incoming textbook and instructional materials shipments.
7. Communicate clearly and effectively, both orally and in writing.
8. Deal with sensitive and difficult situations.
9. Establish and maintain effective working relationships with OCDE management, administrators, teachers, staff, publishers, school districts teachers/contacts, college and university contacts/student teachers, the public, and others encountered in the course of work.
9. Must demonstrate attendance sufficient to complete the duties of the position as required.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and at least two years of progressively responsible experience with instructional materials for a large school district; or an equivalent combination of training and experience.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and occasionally lift up to 50 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Must pass a pre-employment physical examination related to job duties/assignments and in accordance with relevant codes and regulations.

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### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret information and documents; analyze and solve problems; learn and apply new information and skills; perform work with a high attention to detail with frequent interruptions and/or under intensive deadlines; and interact with OCDE and school district management, administrators, teachers, staff, publishers, college, and university faculty/student teachers, the general public, and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is quiet. The employee also works in a warehouse-type environment housing numerous textbooks and must occasionally use ladders to retrieve textbooks from high shelves.