



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

**Class Code: 5078
Date Adopted: July 1, 2008
Date Revised: May 4, 2016**

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

Library Technician

GENERAL PURPOSE

Under general supervision, oversees and coordinates library operations and activities at an assigned OCDE ACCESS school site; provides technical library services relating to the acquisition, circulation, distribution, and recovery of books and other instructional materials; processes and shelves books and instructional materials; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Library Technician is responsible for independently performing duties in the acquisition, circulation, distribution, and recovery of a wide variety of books and instructional materials for an assigned ACCESS school site. In addition, they are responsible for administering a budget for materials acquisition and supervising and assisting students utilizing library services and materials.

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. Orders library books and other instructional materials according to established procedures; places and confirms book orders; receives and inspects new library materials; reconciles shipments to purchase orders.
2. Catalogs and processes new and donated books and/or materials; prepares spine labels, book pockets, and book cards for new materials; oversees and/or participates in preparation and placement of bar codes on book cards; cleans, mends, covers, and repairs damaged books and other materials; weeds, removes, and processes worn, damaged, and outdated books and materials according to established procedures; provides information and assistance to library committee, as requested, and follows-through on committee determinations regarding censored materials according to established requirements.
3. Coordinates, monitors, and participates in shelving and re-shelving of books and materials; oversees maintenance of and maintains and organizes library shelves; on a weekly basis, selects, arranges, organizes, and prepares recreational reading rolling carts for distribution to assigned school units.
4. Checks books and instructional materials in/out to students and staff; according to established procedures contacts probation/other applicable staff or students, as appropriate, to follow-up on overdue or lost books and materials and ensures appropriate corrective action is taken.
5. Performs a variety of technical and/or administrative duties in support of school library operations; operates a computer to maintain routine library records and generate standard reports, including material reports, inventory reports, and recreational reading cart rotation schedules; prepares and types a variety of routine materials; conducts annual inventory of school library collections.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

6. Schedules and coordinates use of the library for class groups; demonstrates and assists students in use of library resources to locate, research, and select materials for classroom, assignment, or personal use; promotes reading and specific books via book talks/presentations to students and visits assigned units during library cart days; presents informational workshops for students and teachers on Dewey Decimal System use.
7. Maintains order, cleanliness, and safety of the library, as well as security of library materials; cleans and dusts computers, shelves, and furniture; ensures that computers/video and other assigned equipment are properly maintained and serviced; oversees security of library materials and identifies and promptly reports thefts, vandalism, or other issues.

OTHER DUTIES

1. Attends a variety of meetings and training sessions as assigned.
2. May assist in tutoring students when requested by a teacher; may assist students in preparing ROP, job, and college applications and personal resumes.
3. May serve on the PAR testing team; attends training, obtains materials for the PAR, and leads and conducts testing training for other staff; monitors and audits staff during testing periods.

QUALIFICATIONS

Knowledge of:

1. Terminology and basic practices applicable to performing paraprofessional work in a school library.
2. Basic practices and procedures of library collection management.
3. Dewey decimal and other recognized library classification systems.
4. Operation and uses of library equipment, systems, and support tools, including standard and on-line reference tools and materials.
5. Uses and operations of stand-alone and networked PCs and standard business software.
6. Methods and techniques for conducting Internet research.
7. Methods and techniques for troubleshooting and resolving standard computer hardware and software problems.
8. Correct English usage, grammar, spelling, punctuation, and vocabulary.
9. Standard office practices, procedures, and equipment.

Ability to:

1. Provide technical library services relating to the acquisition, circulation, distribution, and recovery of library and reference books and other instructional materials.
2. Process and shelve books and other instructional materials and assist students and staff in the selection of books and other instructional materials.
3. Set priorities and plan and organize work to meet library goals and deadlines.
4. Understand, interpret, explain, and apply library rules, regulations, and policies.
5. Monitor and maintain acceptable student behavior in a library setting.

Ability to: (cont.)

6. Operate a variety of standard office equipment, computers, and related software packages.
7. Perform technical cataloging of a variety of library materials.
8. Maintain records and files using alpha and numeric systems.
9. Understand and follow oral and written instructions.
10. Work independently with a minimum of direction and with constant interruptions.
11. Communicate clearly and effectively, both orally and in writing.
12. Establish and maintain effective working relationships with ACCESS administrators, probation staff, teachers, students, and others encountered in the course of work.
13. 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 for Library Technician is graduation from high school or high school equivalency test, completion of college-level course work in library science, and at least two years of progressively responsible technical library experience, including work in acquisitions, cataloging, and reference; 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 30 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, depth perception, color 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.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve library problems; observe and interpret students and situations; learn and apply new information or skills; work under intensive deadlines with constant interruptions; and interact with ACCESS administrators, teachers, probation staff, students, 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.

Employees work in an ACCESS site school library, and the noise level is generally quiet. An employee is occasionally required to visit assigned school units, and the noise level may be moderately loud.