

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>POSITION TITLE: LIBRARY MEDIA TECHNICIAN III</b>
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**DEFINITION:** Under the general supervision of the Librarian, performs a wide variety of responsible and specialized library, library-media and clerical duties relative to the general operation of the school library. Is responsible for the operation of the library, library-media, and textbook room and performs related duties as assigned.

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

- Responsible for assisting in the supervision of large and small student group activities.
- Assist students in learning basic library skills.
- Assist teachers and students in locating and selecting books and other media.
- Check out library materials, maintain daily records and follows up on overdue and lost items including billing, notification to parents and collection of money.
- Supervise the training of student staff in library procedures.
- Process new library materials.
- Prepare purchase orders.
- Maintain card catalog database.
- Update and maintain online database for library collections.
- Supervise the training of student staff in library procedures.
- Identify and repair books when feasible.
- Perform general telephone duties, and answer inquiries.
- Order and monitor district library supplies.
- Use computer for tracking library multimedia collection.
- Provide technical assistance to other library staff.
- Assume responsibility in absence of Librarian.
- Assist in maintenance of Library Inventory
- Assist in maintaining Library budget.
- Assist in the coordination of the Library Media Technician I.
- Maintain all library materials, audio visual equipment, and the various circulation and inventory records.
- Assist with maintenance of textbook room and distribution of textbooks.

**REQUIREMENTS:**

- Ability to use a computer and applicable software.
- Type at a net speed of 45 words per minute.

**QUALIFICATIONS:**

**Knowledge of:**

- Clerical functions.
- Library technical services
- Library organization, procedures, methodology, and concepts
- Basic supervisory techniques
- Technology and audio visual equipment.

<b>POSITION TITLE: LIBRARY MEDIA TECHNICIAN III, <i>Continued</i></b>
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**Ability to:**

- Maintain effective relationships with library staff, faculty, and students.
- Perform intermediate level clerical and other duties as required quickly and efficiently.
- Organize and supervise student groups.
- Operate a variety of office machines, audio-visual and technological equipment.
- Use initiative and perform with a minimum of supervision

***EDUCATION AND EXPERIENCE:***

- Any combination of education and/or experience which would demonstrate possession of the knowledge and abilities listed herein.
- Previous library experience is desirable.
- Completion of the twelfth grade with additional courses in library science.

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Sit for extended periods of time.
- Stand in one area for extended periods of time.
- Stand and walk for extended periods of time.
- Ascend and descend steps.
- See for the purpose of observing accuracy of reports and documents
- Hear and understand speech at normal levels.
- Communicate so others will clearly understand normal conversation.
- Communicate using the telephone and radio.
- Push/pull, squat, turn, twist, bend, and stoop.
- Lift and carry 20 lbs.
- Reach in all directions.
- Think clearly and rationally to solve problems, make good judgments and decisions.
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position.

***WORKING CONDITIONS:***

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license.
- Valid CPR/First Aid Certification is desirable.

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.