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## LIBRARY TECHNICIAN

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### **BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of functions related to the acquisition, processing, cataloging, storage, circulation and recovery of library books, reference books and other library materials; provide assistance to students and staff in the use of a library; maintain the library in a clean and orderly condition.

### **REPRESENTATIVE DUTIES:**

#### ESSENTIAL DUTIES:

Perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and instructional materials; schedule student and classroom use of the library.

Provide information and assistance to students, teachers and volunteers in the use of library materials; provide information related to library rules, book care and the layout of the library; assist students in researching print and software materials for classroom use.

Purchase and process new books, periodicals and instructional materials; maintain an automated circulation and cataloging system; prepare book labels, bar codes and book orders.

Prepare and maintain a clean, organized and inviting library; shelve returned books and materials according to the library classifications as assigned; straighten book shelves, weed collection of worn, damaged or outdated materials; maintain library computer research center.

Maintain records of overdue materials; explain library policy and contact students, teachers and parents regarding overdue library materials; prepare overdue notices; process payments and refunds following established District procedures; count and record monies received as directed.

Assist teachers in monitoring students when visiting the library and assist students in checking books in and out; read age and theme appropriate books aloud to students during library visits.

Perform minor, non-technical repairs on damaged books.

Inventory and maintain records of library materials; assist in researching and locating materials for classroom use; prepare and maintain various reports and records related to assigned activities; input and maintain student information in designated system.

Receive telephone calls regarding library procedures and functions; respond to inquiries and provide information to students, teachers and parents.

Create and install displays; maintain library bulletin boards as assigned.

Operate a computer, printer and other office machines and software as assigned.

#### OTHER DUTIES:

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

Functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials, resources and terminology.

Operation of a computer, data entry and retrieval techniques.

Library cataloging and classification.

Filing, indexing and inventory procedures.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Basic math.

**ABILITY TO:**

Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.  
Assist students and teachers in the selection, location and use of library materials and equipment.  
Learn curriculum, reading levels and appropriate reference materials.  
Maintain library in a neat and orderly condition.  
Monitor and maintain acceptable student behavior in the library.  
Process and shelve library materials.  
Operation of a computer and assigned software.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Type or input data at an acceptable rate of speed.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Complete work with many interruptions.  
Make routine math calculations.

**EDUCATION AND EXPERIENCE:**

Graduation from high school or equivalent;  
Experience in a library or clerical setting is highly desirable.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School library environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and monitor student behavior.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Lifting, carrying, pushing and pulling moderately heavy objects.  
Bending at the waist, kneeling or crouching to shelve and retrieve books.  
Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

Board Approved 4/19/17

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any know disability.

**THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.**

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