



## **JOB TITLE: LIBRARY MEDIA TECHNICIAN I**

Classification: Classified  
Salary Range: 24

Retirement Type: PERS\*  
Revised/Board Approved: May 19, 2014

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### **BASIC FUNCTION:**

The Library Media Technician I is an entry level position and works under the direction of a supervisor or director of Learning Resources. This position may assist in different locations within Learning Resources, such as Circulation, Periodicals, Reserve, Media Services, Acquisitions and Learning Resources Center. These are illustrative and not all-inclusive.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources Unit.

The Library Media Technician II classification performs a variety of technical duties which requires a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician III classification is assigned broader, more complex technical duties which require a comprehensive understanding of library media principles, practices and procedures.

The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training and resolving operational problems.

The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

### **REPRESENTATIVE DUTIES:**

Assist with overdue notices; including preparation and distribution of Circulation and overdue materials report and collection, and recording of fines.

Maintain files and records; including typing and filing, alphabetical, numerical, catalog, reserve and related data files.

Prepare, type and issue library cards, book lists and related documents.

Charge and discharge print, non-print media, audio-visual equipment and other materials.

Assist with inventory and weeding projects, and book/art display projects.

Maintain collection; including shelving, shelf reading and targeting materials for security system.

Renew materials, both in-person and by telephone.

Place and remove material placed on reserve by instructors.

Assist patrons in location and retrieval of resources and audio-visual equipment, and in the use of facilities.

Operate, use and provide simple maintenance on equipment (e.g., Microfilm viewer, copy machines, printers, audio-visual equipment and video equipment and graphic production equipment).

Input and search data in computer's catalog and circulation databases.

Search and verify pre-order bibliographic information.

Sort mail and unpack boxes of materials.

Answer telephones and provide routine factual information.

Search and verify pre-order vendor information.

Provide assistance to users in the production and duplication of materials.

Check media materials-in and out; assist in identifying sources, and type orders.

Assist with cataloging of new materials.

Assist with daily processing of print periodicals.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

High School graduation and one year Library and/or Media experience or one year job related education above High School.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Library and/or Media Terminology and practices.

Modern Library and/or Media office practices and procedures.

Wide variety of Library and/or Media resources and equipment; such as audio-visual hardware and software, basic Media Production techniques.

#### Abilities/Skills:

Use Library and/or Media terminology and practices.

Perform detailed and general clerical functions accurately and rapidly.

Prepare and maintain records associated with Learning Resources.

Understand and follow oral and written directions.

Establish and maintain cooperative working relationships with others.

Use library bibliographic resources.

Use good English, spell correctly and make simple arithmetic computations.

Type accurately from clear copy.

Exercise good judgment within established procedures.

### **WORKING CONDITIONS:**

Library setting.

Extensive computer work.

Long periods of standing and sitting.

Lift and carry up to 25 lbs.

Move from one work area to another.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.