



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

Classification: Classified  
Salary Range: 28

Retirement Type: PERS\*  
Revised/Board Approved: October 18, 2004

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### **BASIC FUNCTION:**

Under the direction of a supervisor, or director, performs a variety of specialized technical duties involving direct and purposeful contact with service area users in assigned areas; performs library work requiring a comprehensive understanding of library media principles, practices and procedures, and may assist within the different areas of Learning Resources.

### **DISTINGUISHING CHARACTERISTICS:**

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.

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 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:**

Train and provide work direction to assigned personnel.

Assist with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.

Perform in-house mending and binding as needed.

Assist with the organization and operation of circulation and inventory activities and projects.

Assist with data entry both on mainframe computers and personal computers.

Intervene and resolve problems related to specific Learning Resources area assigned.

Research and summarize data required by funding agencies.

Operate office equipment, including personal computers and terminals, copiers, and audio-visual equipment.

Review Learning Resources reports and printouts as assigned to assure the accuracy and completeness of information, detect, trace and correct errors.

Provide information and tours of departments.

Perform related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Any combination equivalent to: Two years college coursework level and three years of library related experience.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Established library/media principles and practices, such as cataloging, acquisitions and serials.

Modern office practices, procedures and equipment.

Principles of providing training and work direction.

Methods and practices of thorough financial and statistical record-keeping techniques.

Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.

Specialized technical or paraprofessional understanding of established Library Media practices, procedures and techniques; Modern office practices and procedures; Basic methods and practices of record keeping and bookkeeping; Operation and maintenance of a wide variety of audio visual equipment; Skill and understanding of established Media practices.

Abilities/Skills:

Communicate effectively both orally and in writing.

Analyze situations and adopt effective course of action.

Work independently with little direction.

Meet schedules and deadlines.

Maintain confidentiality of division records as required.

**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.