

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY MEDIA TECHNICIAN II

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 and may require performance of a variety of less responsible duties as a secondary assignment.

DISTINGUISHING CHARACTERISTICS:

The Library Media Technician II classification performs a variety of technical duties which requires 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 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:

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

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 on 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.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.

Modern office practices, procedures, software and equipment.

Principles of providing training and work direction.

Principles of inventorying and issuing of resources and equipment.

Preventative maintenance and operation of electronic systems, technical equipment and technological support used in the assigned areas.

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

ABILITY TO:

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.

Use library and media resources.

EDUCATION AND EXPERIENCE:

High School diploma and three years of relevant experience or equivalent technical training and education.

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 as needed.

Classified Salary Range 26

Revised and Board Approved: October 20, 2014