



Santa Rosa City Schools

Classification Description

Job title:	Library Technician	Department:	Instructional Materials and Related Classes
Reports to:	Administrator	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	School Year
Revision(s):		Range	17

DEFINITION:

Under professional supervision, perform responsible clerical and technical duties in coordinating the use of various instructional materials, and library materials in a school library.

QUALIFICATIONS:

Education:

High School equivalent OR any combination equivalent to one year of general clerical experience

Experience:

Clerical library experience preferred

License and/or other qualifications:

None

Knowledge and Abilities:

Knowledge of:

- Standard library practices, terminology and procedures
- Basic reference sources and various instructional materials
- Inventory and record keeping procedures
- Business English, spelling, punctuation and arithmetic
- Current office equipment and library software programs related to library processing

Ability to:

- Learn technical library methods and procedures
- Apply specific rules, regulations and process relating to the operation of a library
- Learn to operate and maintain a wide variety of software programs
- Keep accurate records
- Train and supervise volunteer help
- Establish and maintain cooperative relationships with those contacted in the course of work
- Read and write at the level required for successful job performance

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Assist students and staff in the use of the library.
2. Check books and other materials in and out of the library.
3. Prepare and send out overdue notices; collect fines for lost or damaged books.
4. Assist in the inventory and purchase of library materials.
5. Receive and process various instructional materials and library books for library use.
6. Repair and reinforce books and other library materials.
7. Compose library correspondence such as generating reports, emails, and phone calls.
8. Maintain an account of the library budget.
9. Train and supervise student volunteers, community volunteers and/or school staff.
10. Perform routine cleaning and maintenance on library materials or equipment.
11. Discards library materials when no longer appropriate for circulation.
12. Support classroom curriculum by gathering necessary learning materials.
13. Maintain and display current themes.
14. May create and distribute library cards.
15. Stock library supplies to maintain inventory.
16. Communicate with site staff regarding library operations.
17. Update library databases.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Performs other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Working around equipment and machinery	<input type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk
Exposure to excessive noise	<input type="checkbox"/>	<input type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking			X		
Standing				X	
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting			X		
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
	D = Dominant Hand ND = Non-Dominant hand				
Simple Grasping (D)				X	
Simple Grasping (ND)				X	
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs				X	
11-25 lbs			X		
26-50 lbs	*See Note				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

*Lifting 26-50 pounds is not a daily function of the job but may occur a few times per year.

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.