

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Library Media Technician	
<i>Supervisor:</i> Curriculum Coordinator	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 12 months	<i>Grade:</i> 8

Job Summary

The library media technician assists the curriculum coordinator in maintaining the physical and digital collections and services of the administrative center library media department. Assists administration, teachers, staff, students, and parents in locating and using library resources. Assists the coordinator in providing support and training to the district library staff.

Essential Job Functions

Assists district teachers and other staff with access to library media center collections, including district and statewide online library resources.

Assists in preparations of all stages of professional development provided by the department for library, teaching and support staff.

Develops and provides training for elementary library media associates, library assistants, and outreach to district-wide teachers and support staff including individual, small group, and large group settings.

Assists the coordinator in training certified librarians.

Circulates all Library Media Services (LMS) collections to district staff, schools, families and public library patrons.

Assists in maintaining equipment as well as book and kit materials.

Serves as LMS reception for walk-in library patrons.

Assists in maintaining department webpages, online tools and services as well as assisting school staff in maintenance of school library webpages.

Assists with LMS library collection development, including selection and de-selection of materials under the supervision of the coordinator. Initiates purchase orders for additions to the LMS library collections and makes local purchases with FPOs and P-cards.

Catalogs library materials for all schools and for administrative center collections.

Maintains the central library and textbook management servers and district-wide library & textbook management systems; troubleshoots; creates and/or uploads cataloging; runs reports and compiles usage statistics.

Assists principals, assistant principals, secondary curriculum coordinators, elementary library media associates and library assistants with the operation and upgrades of the district-wide library and textbook management systems.

Maintains password access of district staff to online library catalogs and online resources.

Initiates work orders for required maintenance, service, and upgrades on library computer equipment, servers, LMS audiovisual equipment and LMS office equipment.

Coordinates with network services and information system's technical staff regarding setup and/or issues encountered with district-wide library & textbook management system and district online resources.

Utilizes PowerSchool Premier to verify student enrollment information, works with information systems staff to maintain automated student data downloads into the district-wide library and textbook management system; adds student photos to the district-wide library and textbook management systems.

Coordinates, implements and maintains the district wide textbook management system.

Coordinates with the administrative secretary in overseeing the workload of LMS library clerks and volunteers.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Mac and PC Computers, servers, projectors, laminating machine, general office equipment and a variety of digital multimedia equipment.

Independent Decisions

Independent judgment is allowed within the scope of the job. Troubleshoots technology used in library settings and determines needs for repair and or upgrades.

Primary Working Contacts

Frequent contact with administrative center administrators, instructional technology teachers, elementary library associates, librarians, library assistants, academic staff, school administrators, teachers, support staff, borough library staff, technical support staff with a variety of vendors and the public.

Responsibility for Cash, Equipment, Safety

Basic maintenance and management of computers, servers and various technology equipment. Maintains inventory of LMS equipment and tracks the circulation of equipment loaned to district staff and borough families.

Supervision Received and Exercised

The library media technician receives oral and/or written instructions primarily from the curriculum coordinator. Coordinates with the administrative secretary in overseeing the work of volunteers, library clerks and temps.

Unusual Working Conditions

Some travel to schools required.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires near vision to write and read printed materials and computer screens.

Requires hearing and speaking to exchange information on the telephone or in person. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Requires sufficient arm, hand, finger dexterity to operate a keyboard and other office equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or equivalent.
2. Equivalent of 48 hours of college or equivalent training in computer/educational technologies.
3. Four (4) years of experience working in a library setting and with library automation and classification systems.
4. Must have a basic knowledge of database and server management.
5. Knowledge of library acquisitions, cataloging, processing, circulation, inventory, and collection evaluation.
6. Must possess excellent organizational skills, verbal skills, tact, and diplomacy.
7. Excellent skills using PC and Mac computers and a variety of multimedia technologies.
8. Excellent skills in using the Dewey Decimal System and library filing rules.
9. Must have the ability to multi-task and re-prioritize work as needed.
10. Must be able to work independently and under stressful conditions such as meeting deadlines, completing work amidst numerous interruptions and reactivating failed systems.
11. Must be able to establish and maintain effective relationships with coworkers and the public.
12. Must have and maintain a valid driver's license.
13. Must provide proof of automobile insurance at statutory limits.

The following are preferred:

1. Courses in library science and children's literature.
2. Experience in a school library.
3. Experience with Destiny or similar school library management system.
4. Familiarity with web pages, Wikis and other Web 2.0 tools.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.