

## **LIBRARY MEDIA SPECIALIST**

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### **Purpose Statement:**

The job of Library Media Specialist is done for the purpose/s of promoting, supporting and encouraging literacy; maintaining library collection and controlling audio visual equipment at school site; assisting students, staff and community in utilizing library resources under the direction of a certified librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials.

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### **Essential Functions**

- Assists teachers, students, and other personnel for the purpose of researching materials for use in classroom and/or to enhance class assignments.
- Catalogs books (e.g. Dynix and/or Precise system, etc.) for the purpose of preparing them for check out from the library collection.
- Encourages the use of library resources (e.g. read-alouds, book talks, fairs, contests, displays, etc.) for the purpose of promoting literacy.
- Instructs students and staff for the purpose of educating them on the proper use of the library resources (e.g. classification system, on line catalog, care of materials, etc.).
- Inventories library books, equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains files and/or records (e.g. class schedules, books read, collection development, etc.) for the purpose of ensuring availability of library facilities and/or providing an up-to-date reference source.
- Monitors students for the purpose of maintaining discipline and order in the library media center.
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting departmental operations.
- Performs routine and preventive maintenance of media and in-library computer equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Processes notices of missing or damaged books for the purpose of securing reimbursement for book-related losses.
- Processes orders for library books, periodicals, videos, films, etc. for the purpose of maintaining library/video collection.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.
- Requests and distributes various library books and media equipment for the purpose of providing requested classroom materials.
- Researches book levels, availability and reviews for the purpose of identifying books and/or providing recommendations to teachers, principals, parents, etc.
- Responds to inquiries (e.g. parents, students, teachers, staff, vendors, etc.) for the purpose of providing information and/or direction.

### **Other Functions**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends staff meetings for the purpose of receiving and/or conveying information.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the repair of library/media materials; operating standard office equipment including using pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of library operation; cataloging systems (e.g. Precise, Dynix, etc.); children's literature; library policies and procedures; and age appropriate activities

ABILITY is required to schedule activities and/or meetings; collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: working with constant and sustained interruptions; maintaining confidentiality; communicating with diverse groups; meeting deadlines and schedules; and setting priorities

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Required Testing**

- Pre-Employment Drug Screening
- Pre-Employment Proficiency Test
- Pre-Placement Physical Exam

**Certificates & Licenses**

None specified

**Continuing Educ. / Training**

None Specified

**Clearances**

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

4/24/2002

**Salary Grade**

Clsfd 20