

St. Helena Unified School District

Position Description

Position: Library Media Specialist - Senior	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Grade: 116

Summary

Provides a variety of technical and clerical library services including, but not limited to technical support for computer-aided library systems, leadership over day-to-day customer service operations of a secondary school library, and advanced assistance to library users that include and are not limited to reference, cataloging, bibliographic search, and circulation.

Distinguishing Career Features

The Senior Library Media Specialist provides technical library support services. Advancement to this level, requires compliance with the education and experience requirements and a demonstrated ability to organize, coordinate, and provide a full range of customer services encompassing circulation, advanced copy cataloging, intermediate reference, periodical research, coordination of computer usage, and textbook management. Senior Specialists are also trained for and regarded as advanced users of specialized computer applications for libraries.

Essential Duties and Responsibilities

- Assists teachers by scheduling computer lab, in-service tours, and special study groups along with the established operations of a school Library.
- Conducts in-service classes for students in areas such as general use of the library, including use of electronic media, internet searches, and basic reference support.
- Assists students with general use of the library, to find and select materials, and use resource guides. Provides instruction in use of computer-aided cataloging systems.
- Coordinates scheduling and use of computer workstations and labs located in the library. May provide basic technical support to students using personal computer workstations.
- Maintains an automated circulation system by updating textbook and student information such as student lists, due dates, and location of collection items. Associates textbooks with teachers, classes, and students. Researches and resolves basic technical issues, referring complex problems to information technology staff.
- Contributes to efficient scheduling and use of the library, including computer usage. Creates and maintains a schedule for use of library facilities by classes, individual students, and staff. Orients students in the use of computer-aided library applications.
- Provides support to library enrichment programs such as those for independent reading. Records student participation and enters information into student files.
- Facilitates communications with teachers and administrators about enhancements and

changes to the library collection.

- Places orders for books, periodicals, and a variety of supplies for library use within pre-established parameters, procedures, and approvals. Maintains, monitors and renews periodical subscriptions, ensuring complete listing and documentation of holdings.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.
- Assists students and staff by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers in the library. Processes a full range of library material and fee transactions.
- Communicates and monitors student conduct in the library. Participates with others to develop and communicate library use policies and guidelines.
- Provides basic-to-intermediate level reference services to students and staff using automated and manual resources.
- Assists with bibliographic searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Maintains records for lost and overdue books and fines. May issue grade and record holds based on student account balances.
- Trains and oversees student workers.
- May organize, coordinate, conduct periodic library events and/or prepare newsletters.
- Conducts annual physical inventory of all Library materials and textbooks. May mend and repair book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Mends and repairs book and non-book materials. Disposes of damaged, out-of-adoption, or outdated materials according to established policies and procedures. Conducts annual physical inventory of all Library materials.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.
- May coordinate or serve as a first point of contact for special projects such as, but not limited to, concerning library services, operations, data management, and inventory. Participates with other schools and school districts where services are shared.
- Assists information technology staff with troubleshooting and upgrading of computer software applications, hardware, and peripheral equipment.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

Requires an in-depth procedural knowledge of library methods, practices and terminology including use of automated library cataloging and basic reference sources. Must have a complete understanding of the Dewey Decimal System of classification and other rules for cataloguing. Requires a basic knowledge of machine readable classification and coding. Requires a working knowledge of automated carding systems and records. Requires knowledge of and skill at conducting bibliographic searches. Requires a working knowledge of personal computer-based software programs that support this level of work, including but not limited to word processing, spreadsheet, presentation graphics, research, and database software used in education for data entry and retrieval. Requires a basic knowledge of financial record keeping sufficient to process transactions and maintain a portion of a departmental budget. Requires sufficient human relations skills to convey specialized concepts to students in one-on-one and small group settings, and resolve urgent student needs. Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Requires sufficient writing skills to document instructions on use of library services.

▪ **Abilities**

Must be able to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Requires the ability to use cataloguing software programs to download and transfer information onto library circulation programs, organize files for remote access, and instruct others. Requires the ability to learn and apply public access cataloging including class and teacher-to textbook associations. Requires the ability to maintain a well organized and attractive library setting. Must be able to apply and explain library services, layout, rules, and policies. Must be able to maintain the circulation area in a manner conducive to support research and studying. Requires the ability to perform basic troubleshooting and orientation to personal computers. Requires the ability to deal courteously with student and teacher library patrons. Must be able to perform routine clerical and record keeping duties.

▪ **Physical Abilities**

Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature. Requires ambulatory ability to sit, stand, kneel, stoop, reach, twist, walk and move carts. Requires sufficient visual acuity to recognize letters and numbers. Requires sufficient hand-arm-eye coordination to use a personal computer keyboard. Requires the ability to reach to selves for placement of light-to-medium weight objects (less than 40 pounds). Requires sufficient hearing and speech ability to carry on conversations in person and over the phone.

▪ **Education and Experience**

The position requires an Associate's Degree in library science curriculum and two years of experience in an academic library setting.

▪ **Licenses and Certificates**

May require a valid driver's license.

▪ **Working Conditions**

Work is performed indoors with minimal exposure to health and safety hazards.

