

PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description

Title:	Lead Library/Media Support Specialist	Reports to:	Program Administrator/Supervisor
Job Category:	Library/Media	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	30
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, support critical District administrative functions and communicate information to school and District personnel; maintain the District's library/media materials for school sites; manage and maintain the Staff Resource/Media Center; monitor funding/budgets; develop cost projections; perform a variety of functions related to ordering, processing, distribution, maintenance, and inventory of Staff Resource/Media Center and/or school library materials and textbooks; provide access to confidential information to authorized parties.

ESSENTIAL FUNCTIONS:

- Provide work direction, coordination, and facilitate training on a regular basis for library staff in relation to library procedures, policies, copyright guidelines, software updates, circulation software, timely operational functions, and security of data; ensure optimum library services for students and staff.
- Coordinate digital content and access for staff and students with the Technology Department.
- Monitor and maintain multiple budgets related to the Library/Media department; maintain library/video collection and District software and hardware needs; ensure compliance with licensing regulations; maintain department offices within defined budget, in relation to library materials and textbooks, budgets, software licenses, and office supplies.
- Oversee the distribution of tracked devices for the LCAP Device Loaner program.
- Perform a variety of technical and specialized functions relating to library technology, including help desk duties, troubleshooting problems, budget duties, ordering equipment/materials, District electronic catalog functions, and compliance, in order to maintain Staff Resource/Media Center collections and/or support library and curriculum-based technology.
- Process orders for Library/Media materials, including library books, periodicals, videos, textbooks, and films according to established procedures; process software licenses, including multi-volume software licenses, to ensure compliance with manufacturers' stipulated regulations; control and track receipt of purchases in a timely manner. maintain
- Prepare and maintain reports related to assigned activities, including collection statistics, budget reports, schedule reports/requests, renewal information, overdue lists, textbook orders, fines, and costs from various sources to provide documentation and information to others.
- Attend meetings, workshops, and conferences as assigned in relation to compliance updates, software, budget, and planning; represent assigned administrators and convey and gather information.
- Compose documents and written materials including correspondence, bulletins, newsletters, calendars, budgets, memos, training manuals to document events, provide, and/or request information.

- Inventory library materials, textbooks, equipment, and materials to document losses and maintain availability of materials, including performing routine Destiny software updates and administrative tasks.
- Maintain library collections for books, digital collection, videos; maintain textbook collection and perform related duties, including checking in/out, repairs, shelving, and weeding; ensure availability of individual library books, textbooks, and materials.
- Perform routine maintenance and operation checks on media equipment, such as barcoding and physical inventory, to ensure availability of equipment for school site use.
- Maintain list of qualified substitutes and coordinate placements as needed.
- Provide assistance and maintain audio/visual equipment in meeting and training rooms as needed.
- Communicate with administrators, personnel, and outside agencies as needed to exchange information, coordinate activities, and resolve issues or concerns.
- Operate a variety of standard office and library equipment, including but not limited to a copier, laminator, computer, and assigned software.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Practices, policies, and procedures of the assigned program.
- Library/Media reference materials, resources, and terminology.
- Modern office practices, procedures, and equipment.
- PC hardware knowledge.
- Business software applications.
- Training materials and presentation techniques.
- Filing, indexing, and inventory procedures.
- Basic English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Maintain the District's library/media materials.
- Provide work direction and training to other personnel.
- Learn, interpret, apply, and explain policies, procedures, rules, and regulations applicable to Library/Media operations.
- Prepare and maintain accurate records.
- Operate a variety of job-related equipment, including copier, laminator, computer, and assigned software.
- Organize and prioritize work to meet deadlines, timelines, and schedules.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills, and abilities.

Education: High School diploma or equivalent.

Experience: Job-related experience is required.

Required licenses, certificates, continuing education, training, and other requirements:

- Library Technician Certificate desired.

DESIRABLE QUALIFICATIONS:

- Additional training and/or education in the field of Library Science is preferred.

WORKING CONDITIONS:

Environment: Indoor/office work environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Occasional lifting, carrying, pushing, and/or pulling.
- Some stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 50% sitting, 25% walking, and 25% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test

Clearances:

- State Mandated Training
- Criminal Justice/Fingerprint Clearance.
- TB Clearance.

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.