JOB DESCRIPTION
SENIOR LIBRARY TECHNICIAN

SUMMARY
To provide independent and complex technical library assistance of a specialized nature, and to oversee the general operation of the school library. This is the advanced level of the Library services series. This class is distinguished from the Library Technician level by the range, difficulty, and complexity of work performed, the exercise of a significant degree of independent judgment and responsibility, and/or by the supervision of lower level library services positions.

SUPERVISION RECEIVED AND EXERCISED
General supervision is provided by Principal. Responsibilities may include technical or functional supervision over less experienced library personnel.

DUTIES AND RESPONSIBILITIES
The following are typical duties and responsibilities for positions in this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed below.

- Perform the duties necessary for procuring, receiving, and organizing library materials including books, magazines, newspapers, videos, and computer software.
- Supervise and offer assistance to students and staff using the library facilities.
- Research and order new library books, magazines and other materials.
- Receive, classify, and catalog new books, magazines, and materials.
- Check books and materials in and out of the library.
- Maintain the school audio-visual and computer equipment for use by school personnel.
- Compile and write operating reports for District management.
- Prepare the library budget and submit it for approval.
- Issue inventory and keep appropriate records of whereabouts of library equipment, books (library and text) and materials.
- Notify users of overdue books, materials, and equipment.
- Maintain inventory records for school books, magazines, audio-visual equipment and other school library materials and equipment.
- Order, maintain, and circulate school textbook supply.
- Repair books, magazines, and other library materials.
- Maintain order and discipline among students using the library facilities and records.
- Provide assistance in the form of formal group programs and individual instruction to students and instructional staff regarding the use of library resources.
- Confer with the teaching staff regarding the acquisition of new materials for the school library.
- Prepare bulletin boards and displays.
- Maintain catalog files, shelf lists, series files, and pamphlet files.
- Supervise the direction and training of student assistants and volunteers.

QUALIFICATION REQUIREMENTS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or
ability required. Reasonable accommodation may be made to individuals with disabilities to perform the essential functions.

**Knowledge of:**
- Standard basic principles of library science and processing of library materials.
- Procedures and regulations regarding the requisition of school text-books.

**Ability to:**
- Communicate clearly and concisely, in writing and orally.
- Assist instructional staff and students in effective use of library resources.
- Categorize, organize, store, and inventory a variety of library materials.
- Operate a computer, other modern office equipment, and audio/visual equipment.
- Supervise students using computer lab, and teach students and staff to use lab.
- Supervise other clerical personnel.

**EXPERIENCE AND EDUCATION**
Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities could be:

**Experience:**
- Two years of experience performing comparable duties in a library facility.

**Education:**
- High school diploma or equivalent.
- An Associate of Arts Degree with major course work in library science or a closely related field is desirable.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and climb or balance. The employee must occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.