

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Coordinator, Library and Media Services	CLASSIFICATION:	Non-Represented Management, Certificated
SERIES:	Coordinator II	FLSA:	Exempt
JOB CLASS CODE:	6020	WORK YEAR:	12 Months
DEPARTMENT:	Library Services	SALARY:	Range 11 Salary Schedule A
REPORTS TO:	Associate Superintendent, Instruction and Learning	BOARD APPROVAL:	06-19-00
		BOARD REVISION:	12-01-03

BASIC FUNCTION:

Plan, coordinate, maintain, and supervise the district's library and media services; provide expertise and resources for the development and improvement of school libraries and media centers; oversee the district's Professional Library.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Plan, coordinate, maintain, and supervise the district's library and media services; provide expertise and resources for the development and improvement of school libraries and media centers; oversee the district's Professional Library. **E**

Coordinate the development and implementation of the Information Literacy Standards, the Young Author Program, book exhibits, district-wide reading incentive program, the district's five-year library plan, and the Reading is Fundamental Program; coordinate the implementation of the No Child Left Behind Act. **E**

Coordinate functions of the department related to quality service, cataloging, circulation, acquisition, and receiving and processing of library materials for the district. **E**

Responsible for budget preparation and allocations for district's library program from various sources; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate with other administrators, district personnel, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information regarding budgets, materials, and policies. **E**

Formulate and develop policies and procedures; develop and implement short and long-term plans and activities; assume responsibility for program improvement. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and provide staff development for K-12 library personnel. **E**

Direct the preparation and maintenance of a variety of narrative and statistical reports, records, and files; prepare and process grant applications related to library and media services; operate a computer to input data and generate reports. **E**

Attend conferences, read journals/papers, take courses, and attend workshops to remain current concerning trends in library and media services. **E**

Perform related duties as assigned.

TRAINING, EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree, and three years increasingly responsible supervisory experience in library science.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile for work-related travel; Library Media Services Credential.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization, and coordination of library and media center programs.
Library technical processes related to the acquisition, cataloging, classification, and circulation of library materials.
District curriculum, reading levels, and appropriate reference materials.
Modern library technology including computer applications.
Budget preparation and control.
Applicable laws, codes, regulations, policies, and procedures.
Effective management practices and supervision techniques.
School district organization, operations, policies, and objectives.
Interpersonal skills using tact, patience, and courtesy.
Effective oral and written communication skills.
Technical aspects of field of specialty.
Operation of a computer terminal and data entry techniques.

ABILITY TO:

Plan, coordinate, maintain, and supervise the district's library and media services.
Provide expertise and resources for the development and improvement of school libraries and media centers.
Oversee the district's Professional Library.
Coordinate library technical processes related to the acquisition, cataloging, classification, and circulation of library materials.
Allocate funds to sites and departments.
Prepare comprehensive narrative and statistical reports.
Conduct staff development training.
Maintain current knowledge on trends and developments in library and media services.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain effective working relationships with staff, parents, and public.
Communicate effectively both orally and in writing.
Analyze situations accurately, and adopt an effective course of action.
Operate a computer terminal to enter data, maintain records, and generate reports.
Meet schedules and timelines.
Evaluate and organize work according to specific deliverables.

Supervise and evaluate the performance of assigned staff.
Meet district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and library environment; driving a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

(Former Classification: Coordinator I, Library and Media Services)