

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Library/Textbook Acquisitions Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9617	WORK YEAR:	12 Months
DEPARTMENT:	Library Services	SALARY:	Range 45 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	06-17-04
		HR APPROVAL:	03-23-12

BASIC FUNCTION:

Perform diverse, specialized duties related to the purchase of district textbooks, district library materials, and library book orders; perform clerical accounting duties in the maintenance of financial and statistical records.

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.)

Prepare, classify, and enter requisitions and book orders for district libraries and schools; input book orders from a database, and attach order lists to requisitions. **E**

Act as a resource to sites regarding guidelines to grant expenditures and allocation balances; maintain balances of site allocations for different grant programs and track expenditures. **E**

Create a vendor and publisher database and listing; communicate with vendors and publishers regarding current prices, detailed specifications, and shipping and delivery information. **E**

Coordinate the setup of the Library Book Exhibit for schools to preview and order library materials; organize preview of materials by publisher representatives. **E**

Review requisitions for the purchase of library books, textbooks, and non-print library materials to ensure compliance with state, federal, and district regulations; extend prices, and classify for instructional materials; clear purchase orders for payment according to established procedures. **E**

Communicate with vendors and district personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries, and payments. **E**

Maintain ledgers of income, expenditures, and encumbrances for a variety of accounts; monitor and maintain current budget balances on assigned accounts. **E**

Prepare a variety of statistical and financial reports by gathering and summarizing information from several sources. **E**

Compile, analyze, and organize information related to the acquisition of textbooks and library materials; review and compare computer printouts and financial records; note and report discrepancies. **E**

Reconcile delivered merchandise with purchase orders; forward purchase orders to accounting for payment; investigate and resolve shipping in invoicing discrepancies. **E**

Set up and maintain the Library Services budget, evaluate relevant budgets, and coordinate library and textbook acquisition procedures on a district-wide level. **E**

Strategize the logistics of major duties and timelines, and review new or revised legislative guidelines for ordering materials. **E**

Maintain a variety of records including materials received and canceled, and materials previewed, purchased, or returned; operate a vehicle to conduct work; perform light to moderate lifting and moving of books, book trucks, and freight. **E**

Coordinate acquisition of Reading Is Fundamental (RIF) materials for district schools; prepare all RIF reports, such as contract renewal and performance. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate a wide variety of standard office equipment. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Supervise and provide work direction to assigned employees and temporary help. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of statistical or financial experience in a medium to large organization, preferably a California School District or County Office of Education. Library or purchasing experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license and provide proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	50 Correct WPM
Word.....	75% Overall Score
Excel / Access	75% Overall Score
General Accounting.....	75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and library organization practices, principles, goals, and objectives.
 Methods, practices, and terminology used in financial and statistical work.
 Bookkeeping practices and record-keeping techniques.
 District policies and procedures related to assigned function.
 Applicable sections of State Education Code and other state and federal laws.
 Purchasing procedures, terminology, inventory control, and warehousing methods and procedures.
 Bid specification preparation.
 Basic research methods.
 Operation of a computer, related software, and standard office equipment.
 Oral and written communication skills.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Interpersonal skills using tact, patience, and courtesy.
 Health and safety regulations.

ABILITY TO:

Perform the basic function of the position.
 Exercise sound judgment in the purchase of a variety of materials, supplies, and equipment.
 Read, interpret, apply and explain rules, regulations, policies, and procedures.
 Plan and prioritize work to meet schedules and timelines.

Maintain records and prepare reports.
 Perform computational tasks with speed and accuracy.
 Work independently with little direction.
 Operate a computer, related software and standard office equipment.
 Understand and follow oral and written directions.
 Communicate effectively, both orally and in writing.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Complete work with many interruptions.
 Establish and maintain cooperative and effective working relationships with others.
 Perform light to moderate lifting and moving of books, book trucks, and freight.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Warehouse and library environment; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Sit or stand for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files and supplies from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read, prepare, and proofread documents related to assigned activities and view a computer monitor; light to moderate lifting and moving of books, book trucks, and freight.

SAMPLE HAZARDS:

Exposure to dust and dirt from freight and work area; cuts from paper, box cutter, paper cutter, and exacto knives.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date