

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Library/Textbook Services Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9618	WORK YEAR:	11-12 Months
DEPARTMENT:	Library Services	SALARY:	Range 41 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL: HR REVISION:	03-28-12

BASIC FUNCTION:

Perform routine, complex duties in support of Library/Textbook Services; process and catalogue library, textbook, and instructional materials; pack textbook orders for sites, organize instructional materials on warehouse shelves, complete and file required paperwork; work with a team to ensure that sites receive library and instructional materials in a timely fashion.

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.)

Perform a variety of tasks in connection with the district's automated circulation/inventory systems for libraries and textbook management, such as Athena and Destiny; provide technical assistance, support, and training for automation systems, as assigned. **E**

Catalog and process library materials for all K-6 and K-8 schools; assist at site libraries as directed for inventory, reorganization, shifting collections, general clean-up, etc. **E**

Catalog and process all core textbooks for K-12 schools; organize curriculum materials for shipment to school sites (envelope, box, and/or palletize), complete order process, and contact school sites for changes. **E**

Manage the daily operation of the Professional Library at the Serna Center as assigned; assist with processing and cataloging new library materials as they arrive from publishers. **E**

Be able to perform all daily functions of a typical school library or textbook room: check in and out materials, shelve library materials/books, enter patrons into the automation system, conduct an automated inventory, etc. **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**

Operate a computer and related software to input, query, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment; move and set-up computer equipment; manage moderate to heavy library and textbook materials. **E**

Assist with district or school site textbook management as assigned. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination or equivalent to graduation from high school, and three years library experience, including work in book acquisition, cataloging, reference, computer operations, or have completed certification in Library and Information Technology.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....45 Correct WPM
 Word.....70% Overall Score
 Excel.....70% Overall Score

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Library practices, procedures, and terminology including indexing, inventory, and record-keeping.

Basic Dewey Decimal system.

Operation of a computer, related software, and standard office equipment.

Library reference materials and resources.

Library and textbook inventory procedures.

Athena and Destiny automation systems.

Current office practices and procedures.

Correct oral and written communication.

Interpersonal skills using tact, patience, and courtesy.

Problem solving strategies.

Health and safety regulations.

ABILITY TO:

Organize instructional and library materials at the district warehouse.

Use library/textbook automation systems, such as Athena and Destiny.

Operate a computer, related software, and standard office equipment.

Maintain records and prepare reports.

Work independently with little direction.

Complete work with many interruptions.

Lift and move moderate to heavy textbook/curriculum materials according to safety regulations.

Establish and maintain cooperative and effective working relationships with others.

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

Communicate effectively, both orally and in writing.

Meet state and district standards of professional conduct as outlined in Board policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

District warehouse (non-temperature controlled environment), office, Professional Library, and school site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard and standard library/textbook equipment; see to read various documents related to assigned activities, media materials, and view a computer monitor; sit or stand for extended periods of time; reach overhead,

above shoulders, and horizontally to shelve and reach library books, textbooks, and instructional material; bend at the waist, reach, stoop, or crouch to retrieve books, textbooks, instructional material or files from cabinets and shelves; push and pull carts; move and set-up computer equipment; lift and move moderate to heavy library and textbook materials.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date