

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Library Services Applications Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0486	WORK YEAR:	12 Months
DEPARTMENT:	Library Services	SALARY:	Range 55 Salary Schedule C
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	12-14-06
		HR REVISION:	06-06-12

BASIC FUNCTION:

Perform routine, complex duties to support library services including physical processing, cataloging, and inventorying library and textbook materials, and administrating district textbook/library circulation/inventory systems.

DISTINGUISHING CHARACTERISTICS

Under general guidance, the Library Services Applications Specialist supports a district information system (e.g. Sagebrush Accent and Athena Library Systems) that provides information on a daily basis for district sites, departments, or library staff.

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 routine, complex duties in support of library services including processing and cataloging library and textbook materials for all K-6 and K-8 school sites, and cataloging textbook materials for all middle and high schools; assist libraries with physical rearrangement, boxing, re-shelving, and organizing libraries at sites without library staff; function in a team environment. **E**

Perform a variety of tasks in connection with the administration, development, installation, implementation, procurement, or support of district information processing systems (e.g., Sagebrush Accent and Athena Library Systems). **E**

Train new library staff in the operation of library automation systems; provide *Help Desk* call-in assistance for all district staff in operations pertaining to the district library/textbook circulation/inventory system. **E**

Develop and maintain technical expertise in the application software that supports a district information system, as well as a general knowledge of the functional area itself; learn to use software and hardware tools, including district-standard workstation and network tools, for tasks related to the application. **E**

Perform tasks that will improve the efficiency and effectiveness of people who will use the application system; assist in the identification of areas that may benefit from improvement, perform part of the analysis to develop improvement strategies, and then implement part of those strategies in a team environment; assist with the design, analysis, maintenance, and testing of improvements. **E**

Ensure application system quality through compliance with various district standards or technical standards, such as version control or change management; assist in application testing and other quality control measures; develop, maintain, and enhance application documentation. **E**

Act as a liaison between Library Services, Information Services and Educational Technology Department, and outside vendors; recommend equipment replacement and purchases; manage moderately heavy library materials; operate a vehicle to conduct work. **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**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: associate's degree, and four years of library experience, including work in book acquisition, cataloging, reference, computer operations, or certification in library and information technology. Recent, progressively more responsible experience in information systems support, end-user support, cross-functional teams, and training duties. Experience must include an understanding of information system flow, many of the tools and utilities used, and environmental constraints and impacts.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance. Must be available for mandatory overtime during critical times. May work an alternative work schedule and/or telecommute to prevent end-user interference. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Windows	80% Overall Score
Word	80% Overall Score
Excel	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library practices, procedures, and terminology including indexing, inventory, record-keeping, and basic Dewey Decimal system.

Athena Library System and Sagebrush Accent System.

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

Operating systems, networks, databases.

Methods for system upgrades on a proactive basis.

Problem solving strategies.

Oral and written communication skills.

Health and safety regulations.

ABILITY TO:

Use library automation systems (Accent, Athena).

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

Perform responsible analysis without supervision.

Effectively work with program managers and site personnel.

Be available for mandatory overtime during critical times.

Work in a manner and at a time so as not to interfere with customer productivity.

Work alternative schedules and/or telecommuting to prevent end-user interference.

Work independently on complex assignments.

Manage moderately heavy library materials according to safety regulations.

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

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively, both orally and in writing.

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

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office, warehouse, or school library environment; 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 standard library equipment; reach overhead, above the shoulders, and horizontally to shelve and reach books; bend at the waist, reach, and stoop to retrieve books or files from cabinets and shelves; push and pull carts; move and set-up computer equipment; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities, media materials, and view a computer monitor; manage moderately heavy library materials.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date