

**PENINSULA SCHOOL DISTRICT**  
**Job Description**

**ELEMENTARY LIBRARY TECHNICIAN**

**JOB SUMMARY:**

This position coordinates the operation of an elementary school library. Responsibilities include ordering and processing library materials, overseeing circulation activities, assisting students in developing library skills, and supervising daily library operation. The position independently supervises students in the library during teacher planning time.

**DUTIES AND RESPONSIBILITIES:**

1. Orders books, periodicals, and other library materials. Reads book reviews; selects books and prepares listing of books for purchase consideration. Seeks input from teachers on ordering preferences and/or specific titles. Performs research to obtain titles in specific subject areas. As authorized, selects and maintains the collection of library media and materials.
2. Oversees daily operation of library. Determines and communicates check-out procedures. Checks materials in and out; provides assistance to students and teachers in locating materials. Follows up overdue materials. Shelves books; maintains and updates card catalog and shelf list.
3. Schedules class sessions in the library; provides library skills instruction in accordance with student learning objectives; reads stories to children; coordinates other learning activities. Monitors student behavior in the library; independently supervises students in the library during teacher planning time; administers discipline as needed.
4. Maintains and checks out audio-visual equipment; Orders audio-visual supplies. Distributes and collects films.
5. Assists Technical Support Department in providing basic level technical support to building such as basic troubleshooting of equipment, performing minor repairs, setting up new equipment.
6. Maintains physical appearance of library; picks up litter and straightens chairs. Sets up displays; designs bulletin boards.
7. Coordinates work of library assistants and community volunteers; provides training; assigns and reviews work.
8. Takes periodic inventory of library books and materials including audio-visual items; maintains inventory records. Determines whether books should be repaired or discarded; prepares materials for binding.
9. Works with staff members to supply media center materials to supplement teaching curriculum; may receive and distribute preview materials.
10. Provides information to staff members, students, parents, and other visitors concerning library materials and services.

11. Performs related duties as assigned.

**REPORTING RELATIONSHIPS:**

Reports to building principal.

**WORKING CONDITIONS:**

Requires visual concentration on detail, dexterity, and precision. Periodically required to lift audio-visual equipment or boxes of books. Exposed to infectious diseases carried by students. Experiences frequent interruptions.

**AFFILIATION:** PSE-Clerical

**FLSA:** Covered

**MINIMUM QUALIFICATIONS:**

**Education & Experience**

High school graduation or equivalent with training in library procedures and two years of library experience.

**Allowable Substitution**

Advanced library technician training may substitute on a month-for-month basis for the required library experience.

**Knowledge, Skills & Abilities**

Knowledge of library practices and procedures.

Knowledge of audio-visual equipment operation; ability to troubleshoot minor equipment malfunctions.

Knowledge of children's literature.

Knowledge of card catalog and circulation procedures.

Keyboarding skill at 45 words per minute.

Skill in operating general office machines.

Effective written and oral communication skills.

Ability to train others in library procedures.

Ability to deal with children in a warm and confident manner.

Ability to supervise work of library assistants.

Ability to learn the operation of a micro-computer and specific hardware programs.

Ability to set up and maintain accurate library filing systems.

Ability to attend to detail and follow tasks through to completion.

Ability to organize activities.

Ability to work independently with minimal supervision.

Ability to establish and maintain effective working relationships with staff and volunteers.

**Licenses/Special Requirements**

None.