

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**LIBRARY TECHNICIAN**

---

**Purpose Statement:**

The job of Library Technician is done for the purpose/s of performing responsible and technical clerical support relating to the acquisition, processing, maintenance, circulation and record keeping of library materials; and assisting teachers, students and other personnel to identify appropriate resource materials to enhance or supplement classroom instruction. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

---

**Essential Functions**

- Assists librarians in overseeing students and aides for the purpose of providing orientation, training and ensuring assignments are completed.
- Assists teachers, students and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Collects library fines, reconciles account and deposits money for the purpose of maintaining budget per District requirements.
- Maintains a variety of ephemeral materials and documents, files and records (e.g. periodicals, newspapers, etc.) for the purpose of providing current research information as well as archiving historical records.
- Maintains and preserves the library print collection (e.g. shelf-readings, shifting, repair, inventory, discards, etc.) for the purpose of ensuring integrity of the collection and database.
- Monitors computer software and hardware for the purpose of ensuring availability of programs for use by students and staff.
- Monitors students in the library for the purpose of ensuring a safe and positive learning environment.
- Notifies students of overdue materials and/or fines for the purpose of recovering and maintaining library collection.
- Performs physical inventories for the purpose of supporting the department in providing necessary records/materials.
- Prepares written materials (e.g. reports, bulletins, correspondence, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. bulletins, statistical reports, library materials, library sign ups, library correspondence, reports, etc.) for the purpose of disseminating information to appropriate parties.
- Processes library materials for the purpose of ensuring materials are available for use by students and staff.
- Promotes library use for the purpose of motivating students to use library resources.
- Provides instruction with software application and assistance with District technology (e.g. eBackpack and Turn It In.com, etc.) for the purpose of instructing students.
- Provides reference assistance via various computer search engines and online reference databases for the purpose of providing information and/or direction as may be required.
- Repairs damaged materials for the purpose of maintaining library collection.
- Responds to inquiries of students, staff, parents for the purpose of providing information and/or direction as may be required.

**Other Functions**

- Assists in the ordering of library media materials for the purpose of ensuring the availability of materials as needed.
- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating equipment used in profession; operating standard office equipment; performing standard bookkeeping/accounting procedures; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: automated and manual library procedures and systems.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adhering to safety practices; attention to detail; meeting deadlines and schedules; and working under time constraints.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience is required.

**Education** High School diploma or equivalent.

**Required Testing**

As required for position

**Continuing Educ. / Training**

None Specified

**Certificates & Licenses**

Must meet No Child Left Behind (NCLB) compliance.

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

---

**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Unit II 40