

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CLASSIFIED POSITION

JCN: 273
RANGE: 132
NON-EXEMPT

LIBRARY SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, plan, organize, coordinate and implement operations and special events of county office library programs and activities; provide assistance and support to district schools to transform and improve library programs; coordinate, present and research best library practices for workshops and trainings; maintain standard library practices such as circulation, acquisitions, and assembling thematic resources for district schools and inter-department needs; generate content for department web presences including social media.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Advise district school library personnel of new developments and technologies in library media programs; provide information regarding materials and equipment available from the library media center to staff, students and parents through memos or newsletters.
- Align library resources to California Standards in the selection and requisitioning of library materials; research and preview new materials; compile lists of potential purchases; generate requisitions for the purchase of books and other materials; conduct inventory, collection curation; support curriculum goals with the assembling of thematic resource bundles for classroom use and inter-departmental needs.
- Assist in the organization of department special events; organize books fairs and special library events; exercise independent judgement in resolving a variety of issues and refer difficult issues to the supervisor as necessary; correspond with county office staff, students, parents, vendors and outside organizations for participation; design and deliver event schematic; set up, tear down and participate at events; verify a wide variety of data into an assigned computer system; maintain automated files, forms and records; create queries, manipulate data and generate a variety of mandated and requested computerized lists and reports; ensure accuracy of input and output data.
- Assist in the set-up and take-down of audio-visual and media equipment for classrooms, conferences, meetings and other related activities and events.
- Communicate with library media staff, administrators, teachers and outside agencies to exchange information, coordinate activities and resolve issues; provide assistance to district librarians and media technology personnel as needed; drive a vehicle for consultations, to deliver books and supplies to schools and facilities.
- Compose and type a variety of materials including lists, requisitions, forms, letters, memoranda, overdue notices and other materials; compile bibliographies.
- Generate content for website; read and review titles acquired, compose written synopsis, record audio clips and find additional resources related to the title.
- Input, process and receive library material and textbook orders for the Library Resource Display Center(LRDC); prepare materials for introduction into the library materials collection; prepare labels; affix identification and bar-code labels to materials; input related information into assigned computer database.
- Inspect library, textbooks and media materials; pull and route materials in need of mending, binding or discarding; assess need for replacement or repair; perform minor repairs to damaged books and library materials; prepare related reports.
- Inventory library books, materials, textbooks, audio-visual equipment and electronic catalogs to ensure accuracy; maintain record of overdue materials and send overdue notices.

- Monitor assigned library budgets and track the status of materials ordered.
- Operate and maintain a variety of office and instructional equipment; notify appropriate personnel regarding maintenance and repair needs; demonstrate the use of equipment to county office and district staff.
- Organize and prepare library displays, decorations and bulletin boards with coordinating lesson plans and activities; maintain work area in a neat and orderly condition.
- Oversee and participate in circulation activities; check library materials in and out to teachers and staff; check and prepare materials for return to the circulating collection; shelve returned books and materials; reserve books for students and staff; arrange for interlibrary loans.
- Perform technical library center functions for district schools and county office programs; participate in circulation activities; organize, distribute and store library and textbook materials; ensure activities comply with established policies, procedures, rules and regulations.
- Plan, develop, implement and conduct training sessions and other professional development activities; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordination of meetings, reserve facilities, and manage registration.
- Provide general and reference assistance to patrons; schedule and coordinate library activities; promote use of the library for research and reading pleasure.
- Train and provide work direction to volunteers as assigned.
- Visit county school district sites to monitor activities and assist personnel, respond to inquiries and provide technical information concerning related functions, activities, standards, proposal design, and participation in county school site literacy events.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

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OTHER DUTIES:

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic financial and statistical record-keeping techniques.
- Current California Standards
- Dewey Decimal Classification (DDC).
- Filing, indexing and inventory procedures.

- Functions, operations and maintenance of county office media centers and school libraries.
- Library practices, procedures and terminology.
- Library reference materials and sources.
- Media equipment, maintenance, operation and organization.
- Modern office practices, procedures and equipment.
- Operation of a variety of library media center equipment.
- Presentation and facilitation strategies
- Research methods.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Assist in the selection and requisitioning of library materials.
- Maintain records and prepare reports.
- Make arithmetic calculations quickly and accurately.
- Operate a variety of library media center equipment.
- Organize, distribute and store library and textbook materials.
- Participate in circulation activities.
- Perform clerical duties such as filing, duplicating materials and typing.
- Perform technical library media center functions for district schools and county office programs.
- Process a variety of library materials.
- Train and provide work direction to student assistants and volunteers.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree with nine (9) semester units of library technology curriculum or equivalent.
- Bachelor's degree preferred.

EXPERIENCE:

- Two years of library experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:**ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle. Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: July 1, 2003
Revised: March 25, 2008
Revised: November 14, 2017