

LA MESA-SPRING VALLEY SCHOOLS

CLASS TITLE: LIBRARY SERVICES LIAISON

BASIC FUNCTION:

Under the direction of the Director, Learning Support, coordinates the work of Library and Learning Resources Technicians, performs a variety of complex technical and clerical services and duties in support of the acquisition, processing, cataloging, inventorying, use, maintenance, circulation and record-keeping associated with print and digital materials in the library; implements age appropriate programs for students utilizing library resources; provides guidance and direction to assist students and teachers in utilizing library resources; provides students with required textbooks and workbooks; serves as point of contact and liaison for information and communication between Library Learning Resources Technicians, District and County Office of Education personnel; performs duties in acquiring assigned library materials and supplemental instructional resources needed.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Assists in the development and maintenance of a collection of library resources based on established policies and procedures; creates preliminary orders of materials according to established procedures; obtains approval for titles; supports extended shelf life of materials and equipment within the collection; discards materials as needed.

Assists Library and Learning Resource Technicians (LLRTs) in issuing overdue and fine notices accordingly; collects funds for lost and damaged library materials, textbooks, or learning resources and follows up with students and families regarding the recovery or reimbursement of items according to established procedures.

Assists LLRTs in coordinating library circulation activities; processes requests for inter-library loans.

Assists LLRTs in monitoring and maintaining acceptable student behavior in the library.

Assists LLRTs in the acquisition, cataloging, processing, circulation and maintenance of media materials and books for school libraries.

Assists LLRTs in the circulation of instructional media.

Assists LLRTs in training students, teachers, parents and administrators in the use and features of the online catalog, demonstrates how to access and use the library and media services portal; approves student reviews and recommendations; oversees reservations accordingly.

Coordinates the administration of reading incentives and promotes library use according to established procedures; implements age-appropriate programs according to established procedures.

Inputs a variety of data into an assigned computer system; establishes and maintains automated records and files related to assigned duties; provide documentation and information to outside parties according to established procedures; adds titles or copies to the assigned library database; assures accuracy of input and output data.

Operates a variety of office and library equipment including a copier, barcode scanner, fax machine, book cart, phone, audio-visual equipment, a computer and assigned software; procures general library supplies as needed; reports service needs of technology devices to appropriate personnel.

Provides individual assistance to school LLRTs in the selection of books, offering suggestions for book promotion, reference techniques and general library skills.

Serves as point of contact and liaison for information and communication between Library and Learning Resources Technicians, District and County Office of Education personnel; conducts regular meetings and trainings with Library Learning Resources Technicians.

Supports communication with students, personnel, parents, administrators and outside organizations to exchange information, coordinate activities and resolve issues or concerns; responds to in-person and electronic inquiries as appropriate; maintains library webpages on the school website as assigned.

OTHER DUTIES:

Performs related duties as assigned.

Attends and participates in meetings, in-service trainings and workshops related to assigned functions.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials, resources and terminology.

Operation of a computer and data entry and retrieval techniques.

Software related to digital collections.
Standard reference sources.
Library cataloging and classification.
Age-appropriate literature.
Filing, indexing and inventory procedures.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Modern office practices, procedures and equipment.
Basic math, including calculations using fractions, percentages, and/or ratios.

ABILITY TO:

Gather, collate and classify data.
Work under limited supervision.
Work with data utilizing specific, defined processes.
Work with diverse individuals and groups.
Analyze situations to define issues and draw conclusions.
Solve problems independently including moderate equipment problems.
Assign and coordinate work activities and create action plans.
Provide customer service.
Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and inventory of books.
Assist students and teachers in the selection, location and use of library materials and equipment.
Maintain library in a neat and orderly condition.
Monitor and maintain acceptable student behavior in the library.
Process and shelve library materials.
Train and provide work direction to others.
Operation of a computer and assigned software.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Interpret, apply and explain rules, regulations, policies and procedures.
Complete work with many interruptions.
Perform arithmetic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or equivalent GED and three (3) years of work experience in a school or public library including library database experience, library inventory, book circulation and selection of library materials.

LICENSES AND OTHER REQUIREMENTS:

Successful passage of the District's Job Related Proficiency Test.

WORKING CONDITIONS:

ENVIRONMENT:

School library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and monitor student behavior.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects.
Bending at the waist, kneeling or crouching to shelve and retrieve books.
Reaching overhead, above the shoulders and horizontally to shelve and retrieve books.

FLSA Status
Non Exempt

Approval Date
2/15/18

Salary Range
Class. 54