



Santa Barbara Unified School District

720 Santa Barbara Street, Santa Barbara, CA 93101 Phone 805-963-4338, TDD 805-966-7734, Fax 805-965-9561
www.sbsdk12.org

Classified Job Description

Title: Elementary Lead Library Technician

Salary Schedule Range: 39

Purpose of Position: To perform the customary duties of a Library Technician at an assigned school, and in addition provide support and guidance to elementary Library Technicians.

Employment Status: Full-time, 12-month, 6 hours per day

Location: Elementary school site.

Essential Functions:

Oversee and provide ongoing support at elementary schools with supplementary reading programs.

Contribute to the development and participate in the implementation of a library master plan.

Coordinate with book vendors to provide barcode ranges and updated processing specifications.

Assist staff with determining annual curriculum requirements.

Provide ongoing training and support for current Library Technicians, and initial training of new staff.

Participate in planning and coordination of beginning and end-of-year procedures.

Update catalog circulation database in a student information system.

Coordinate with staff to recycle dated or worn library materials and replace titles as needed.

Assist Library Technicians in making libraries an inviting and interesting environment for learning.

Communicate with site administrators, Library Technicians and District office staff regarding practice, procedures and events.

Perform related duties as assigned.

Maintain punctual and consistent attendance.

Working Conditions & Physical Demands:

Inside work with no exposure to weather conditions.

Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time; bending, stooping or reaching.

Knowledge, Skills and Abilities:

Standard procedures used in K12 public school libraries.

Book cataloging theory, procedures and processes.

Multimedia sources, software applications, and technology.

Develop and maintain productive working relationships with school site staff and District staff.

Telephone and e-mail etiquette.

Correct English usage, grammar, spelling, punctuation and business vocabulary.

Understand and follow verbal and written directions.

Meet schedules and timelines.

Work collaboratively with others.

Education, Training and Experience:

Any combination equivalent to graduation from high school supplemented by college-level courses or training in library science, plus three (3) years of experience in a library or media center environment.

Additional Requirements:

Successful passage of a written examination. Valid Class C California Drivers License.

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2013