

JOB TITLE: MEDIA RESOURCES TECHNICIAN

JOB DESCRIPTION:

This employee is responsible for assisting the district media specialist for media resources in the efficient performance of duties associated with maintaining and circulating district media resources, including audiovisual/ITV materials and equipment, and professional library media.

Duties of this position include but are not limited to:

1. Providing assistance to educators in the use of media resources.
2. Maintaining circulation system(s) for media resources.
3. Off-air dubbing and duplication of video programs.
4. Processing new media resources and removing outdated/worn media as required.
5. Providing routine maintenance of media resources.
6. Providing preview services for educators as directed.
7. Maintaining media selection/acquisition records and files.
8. Maintaining records of media resources services and inventory.
9. Data entry for the district media catalog database.
10. Performing other duties assigned by the director or designee.

REQUIRED QUALIFICATIONS:

1. Ability to type 40 words per minute.
2. Knowledge of library media processes and equipment.
3. Ability to satisfactorily complete on-the-job training for technical duty requirements.
4. Functional literacy.

DESIRED QUALIFICATIONS:

1. Experience in a school media center.
2. Clerical experience.