

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Human Resource Division

IMS TECHNICIAN III
Job Description

JOB SUMMARY:

Under supervision of the Assistant Superintendent, to do a wide variety of responsible clerical work as it relates to the operation of the Instructional Materials Services center.

REQUIRED QUALIFICATIONS:

Ability to:

- Perform repetitive tasks requiring constant exercise of manual skills;
- Perform responsible clerical work with speed and accuracy;
- Understand and carry out oral and written directions;
- Learn operation of print shop equipment and make minor adjustments to duplicating and other related equipment;
- Type at a speed of 45 wpm;
- Maintain cooperative and effective working relationships with those contacted in the course of work;
- Operate standard business office machines;
- Represent and support the District in conversations with the public;
- Use various computer software programs.

Knowledge of:

- Working knowledge of IMS or library terminology, organization, and procedures;
- Instructional media with curriculum requirements;
- Aptitude for the operation of mechanical equipment, office methods, practices and procedures;
- Computer usage.

Education:

- Equivalent to completion of the twelfth grade, preferably supplemented by some college level courses.

Experience:

- Two years of full time paid experience working in a library, warehouse or duplicating center.

ESSENTIAL FUNCTIONS:

- Process, catalog, and distribute to libraries all library books as received;
- Operates copier to produce forms, letters, envelops, notices, curriculum materials, etc.;
- Uses appropriate computer software;
- Fills individual teacher orders for printed materials;
- Process, catalog, shelve, and ultimately distribute to classrooms district textbooks upon receipt;
- Assist District Office personnel with ordering all district textbooks;
- Maintain individual teacher's textbook inventory, providing teachers with year-end inventories and doing teacher check-out as required;
- Maintain and order current textbooks during the course of the school year;
- Maintain supplies for effective operation of equipment;
- Answer telephone;
- Sort mail for site delivery, checks for outgoing mail each day at District Office, prepares outgoing mail and deliver to Post Office as needed;
- Provides backup for receiving materials and food and forklift operation;
- Perform other related duties as required.

WORKING CONDITIONS

Environment:

- Office/warehouse environments subject to high and low temperatures, subject to constant interruptions.

Physical Abilities:

- Seeing to inspect statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for extended periods of time, walking to various sites at the assigned locations;
- Lift up to sixty (60) pounds;
- Kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Salary: Range 9

Employment: 12-month employee

Approved: February 11, 2014