

**Oroville Elementary School District  
Job Description**

**JOB TITLE: LIBRARY TECHNICIAN**

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SALARY LEVEL:	26	DIVISION:	Classified
DEPARTMENT:	School Site	LOCATION:	School Site
REPORTS TO:	Site Administrator		
APPROVED BY:	Board of Trustees	DATE:	February 8, 1995
		REVISED	November 23, 1998
		REVISED	March 10, 1999
		REVISED	September 26, 2018

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**SUMMARY:** The primary responsibility of the Library Technician is to acquire, cataloging, and circulating library materials and for organizing the overall library program in the elementary schools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Oversees the utilization and use of the library, including the scheduling of classes and small groups.

Assists students in using the library, providing basic training for classes at teachers' request.

Leads story reading activities for students, as requested.

Acquires, repairs and circulates library materials.

Assists teachers and students in selection of library materials to support classroom projects or areas of study.

Interacts with staff, students, parents, and others in an open, friendly business-like manner.

Organizes annual Book Faire.

Selects, develops, catalogues and classifies library resources.

Ensures that the library materials meet the needs of particular groups of students (English learners, low level readers, large print materials, advance reads, etc.)

Assists the students in using the Chrome books to conduct literature searches, etc.

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Promotes the library's resources to the students

Catalogues and check out the ELA and CPM textbooks for each student in grades 6-8

Sends out notices and collects fines for lost and damaged library books and textbooks.

Keeps the inventory up-to-date through the Follett Destiny Program.

Performs related duties as assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or general education degree (GED). One to three months related experience and/or training; or, equivalent combination of education and experience. Must have some previous experience working with children, and knowledge of library operation.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively on a one-one basis with staff, parents and students. Communicate with sensitivity, confidentiality, and accuracy.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and Dewey decimal systems. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations. Function well in emergencies and well under pressure. Accept directions and intelligently follow instructions. Work cooperatively with the public, administrations, pupils, and fellow employees.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Typing Certificate (25 w.p.m. net)

**OTHER SKILLS AND ABILITIES:** Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

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Ability to type; use basic office equipment such as photocopier; follow oral and written instructions; relate to children and adults; create a library environment which is conducive to encouraging good positive attitudes about books, reading, and learning.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must have the ability to stand for extended periods of time; mobility to move around an office, open space, and on uneven surfaces; ability to bend, twist, stoop, kneel, and balance; ability to reach in all directions; ability to work at a desk or conference table; and the ability to hear, understand speech, and communicate so others are able to clearly understand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually quiet.

PCC:slc  
previously LIBRARY AIDE