



## **Job Description**

Job Code **AM150**

### **Resource Center Specialist Las Sendas Elementary – 3120 N. Red Mountain Clerical Test Required at Time of Application**

**Salary Range:** 25 - 1, \$11.79

**Term:** 9.75 months

**FSLA:** Non-Exempt

**Benefits:** Sick leave, holidays, retirement, workers' comp, life, health, dental and vision insurance

## **Position**

To organize and maintain the daily operation of the media center to ensure appropriateness and availability of resources; to guide and direct students and teachers in media center use; and to ensure the effective and efficient functioning of media center services.

## **Qualifications**

- High School education or equivalent; library and technology coursework and/or equivalent experience preferred
- Average proficiency in typing, with good accuracy; above average test battery; good math aptitude
- Computer proficiency to include use of basic software applications (Word, Excel, etc) and Destiny, Genesis and OBARS
- Knowledge of and experience in library procedures to include Dewey Decimal System, computerized Library Management System and Internet searching skills
- Ability to operate standard office equipment and audio visual equipment; ability to lift up to 50 pounds
- Ability to troubleshoot computers, peripherals and equipment to determine needed repair
- Ability to organize and prioritize workload, take initiative and work independently, and meet deadlines while working with frequent interruptions and minimum supervision
- Ability to establish and maintain effective working relationships and to effectively communicate (written and verbal) with students, parents, teachers and district personnel, etc

## **Essential Duties**

- Organize, process and maintain resource materials to ensure appropriateness and availability for student and teacher use; schedule and monitor use of media center
- Perform data entry concerning books and other resource materials in computerized management system
- Perform circulation tasks (i.e. checking books and resource materials in/out; issuing debt notices, etc)
- Provide guidance and direction to students and teachers in the utilization and selection of media center resources
- Maintain and monitor budget expenditures according to district policies and procedures to ensure availability of resources and proper use of funds
- Order and receive library and media resources and equipment appropriate to school's needs
- Maintain and repair resource materials and troubleshoot media and computer equipment; submit work orders when needed
- Conduct computerized inventory of library collection and resource center materials and equipment to ensure accurate recordkeeping and documentation of lost and/or damaged materials
- Coordinate and manage district interlibrary loan process
- Prepare and process written materials to disseminate information to appropriate parties (i.e. correspondence, late notices, overdue lists, etc)
- Prepare reports relative to the operation of the media center to disseminate information to appropriate parties (i.e. circulation and patron statistics, etc)
- Provide an environment that is conducive to learning (i.e. orderliness, displays, bulletin boards, etc)
- Oversee and assign tasks to additional support staff, student helpers and/or volunteers

## **Marginal Duties**

- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities

## **Supervision**

Site Administrator