



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **District Media and Instructional Materials Support Technician** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS37H**  
 Prepared/Revised Date: **June 26, 2023** Job Code: **38218**

**SUMMARY:** Responsible for supporting the management and maintenance of the Library System including being primary contact person for District users. Assist in resolving all problems that arise with Library System in conjunction with Library System technology support. Catalog and process materials for all school library media centers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Collaborate with the District Media Services Manager, Textbook Manager, and Instructional Materials Technician to receive, inventory, and catalog library and instructional materials including textbooks. Catalog library and instructional materials including textbooks using the PSD online materials tracking system. For library materials, use the Library of Congress rules of cataloging, MARC record format, and the Dewey Decimal classification system. Maintain and add new Library of Congress Authority records. Evaluate new Dewey numbers for changes to the cataloging.	D	65%
2. Attend work and arrive in a timely manner.	D	1%
3. Assist as needed to communicate with school staff, central staff, and Information Technology to troubleshoot issues through the IT ticketing system.	W	5%
4. Create and maintain support documents.	W	5%
5. Assist in the instruction and support of staff, including new personnel, on use of the online materials tracking system.	W	5%
6. Assist District Media Services Manager and Licensed Media Facilitators with coordinating and conducting district-wide Media meetings.	M	5%
7. Perform collection analyses for sites.	Q	5%
8. Assist in maintaining the Library System calendar by manually re-entering new holidays and time period for each new school year.	A	5%
9. Perform other duties as assigned.	Ongoing	4%
	<b>TOTAL =</b>	<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- Associate degree or two-year college certificate in library science, computer technology, or related field
- More than three years of experience in library system management or years of experience inventory, distribution, and warehouse knowledge.

### **LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver's license



**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred
- Knowledge of Dewey Decimal and Library of Congress standards for cataloging
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to participate and work in a team environment
- Ability to manage multiple tasks with frequent interruptions
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of file server management and library automation systems required

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle, or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste		X		
Smell		X		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			x	
Up to 25 pounds			x	
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze			x	
Communicate				x
Copy		x		
Coordinate			x	
Instruct			x	
Compute				x
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile			x	
Negotiate		x		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	x
Color vision (ability to identify and distinguish colors)	x
Peripheral vision	x
Depth perception	x
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	x
Moderate	
Loud	
Very Loud	