



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **District Media Services Manager**
 Job Family: **Support Services Administrative**
 Prepared/Revised Date: **May 5, 2017**

FLSA Status: **Non-Exempt**
 Pay Range: **SS40H**
 Job Code: **38214**

SUMMARY: Responsible for acquisition and distribution of media materials ordered by schools and the District Media Center. Catalog and process materials for all school library media centers and the District Media Center. Communicate with vendors on purchase orders and collection analyses.

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 = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Catalog library materials using the Library of Congress rules of cataloging, MARC record format, and Dewey Decimal Classification System.	D	25%
2. Assist, advise, and train site Media Specialists and library staff on library automation functions/management, library procedures, collection development, and modules.	D	10%
3. Manage the District Media Center. Coordinate processing of media materials, determine priorities, establish time lines, maintain records, evaluate procedures, check-in materials received from schools, stamp ownership and price, and apply security strips.	D	10%
4. Input purchase orders and expenditure transfers into Bi-Tech. Maintain purchase orders and individual records for all school media centers, MTS processing department, and other departments within MTS. Assist school Media Specialists with the acquisition process and status orders.	D	5%
5. Serve as a consultant, answer questions, and provide professional advice, training, and support to school sites. Assist with the library automation system, update patron records, and perform other support responsibilities within the system.	D	5%
6. Manage the district audio-visual library (AV) operations including booking materials and equipment for teachers and staff, ordering supplies, and managing receipts.	D	5%
7. Attend work and arrive in a timely manner.	D	1%
8. Provide leadership in establishing cataloging standards, rules, and procedures for the District media and school library media collection catalogs and provide leadership for school Media Specialists in library management, information literacy instruction, and curriculum integration.	W	15%
9. Maintain and create support documents. Perform collection analyses for individual sites. Create and manage shelf lists for individual sites. Maintain and update media E-mail lists.	M	5%
10. Conduct, facilitate, and prepare materials for workshops for school media center personnel.	M	5%
11. Assist with bi-monthly elementary and secondary media meetings.	M	5%
12. Transfer data between systems to update collection analyses for vendors using FTP and Z39.50. Delete and update bibliographical records for library automation system.	Q	5%
13. Perform other duties as assigned.	Ongoing	4%
	TOTAL =	100%



EDUCATION AND RELATED WORK EXPERIENCE:

- Associate’s degree or two-year college certificate in Library Science or a related field
- More than three years and up to and including five years of experience in library system management experience

LICENSES, REGISTRATIONS or CERTIFICATIONS:

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

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Personal computer and keyboarding 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 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 participate and work in a team environment
- Ability to promote and follow Board of Education policies, Superintendent policies, 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 audio visual equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	District Library Systems Manager	1
	District Library Assistant	1

- Responsible for planning, assigning and directing work; addressing complaints and resolving problems; assisting with interviewing, hiring and training employees; and assisting with appraising performance.

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



VISION DEMANDS:	Required
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	