

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Media Technician

Unit: Office Technical

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Job Code: J1124
Original Date: 01/1991
Last Revision: 10/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 20

DEFINITION

Under the direction of a media supervisor, perform varied paraprofessional and clerical library duties; may provide work direction and guidance to others, including clerical and student assistants.

DISTINGUISHING CHARACTERISTICS

Media Clerk is a first level classification for the library, learning center, and audiovisual clerical support series. Positions in this job class perform a wide range of assignments in those settings. Senior Media Clerk is the experienced-level clerical position assigned to a print or non-print media center. It differs from a Media Clerk in that incumbents assigned to the Senior Media Clerk class must possess previous media experience and perform complex and technical media duties. Media Technician is the technical, paraprofessional class in the media series. Positions in this class differ from those of the Media Clerk classes by the assignment of responsibility for a major technical activity such as circulation, periodicals, technical services, or reference assistance. The technical duties connected with these assignments require experience in media work and a thorough knowledge of the area to which assigned.

EXAMPLE OF DUTIES

1. Oversee the operation and maintenance of assigned functions and area; perform technical duties associated with the circulation, audio-visual, periodicals, reference, or other function procedures.
2. Train and assist faculty, staff, and students in the use of computerized databases and other production equipment, including computers and related software; assist in the development, production, and modification of the library's computerized databases.
3. Train students in check out and book shelving procedures; verify proper identification; check out and renew books; identify and prepare delinquent notices; maintain circulation and delinquency records.
4. Train and participate in activities at the reserve desk; process materials for the reserve collection; receive and process requests; monitor shelf lists and prepare reserve lists.
5. Prepare and issue materials and equipment for librarians, faculty, and staff use; maintain statistics, files, and records; maintain and compile reports; type catalog cards.
6. Compose correspondence; answer telephones; provide information and resolve conflicts.
7. Train and provide work direction to clerical and student assistants; instruct others in the use of card catalogs, reference indexes, and classification systems.
8. Provide reference information and guidance; maintain collection of college catalogs.
9. Assist in media orientation; select and set up media materials for orientation classes; assist in student computer program(s) start-up.
10. Mend or repair worn or damaged library materials as appropriate; identify items in need of repair; prepare books for rebinding; revise and update promotional and instructional materials; research materials for special needs.
11. Perform technical duties, including sorting, alphabetizing, filing, and preparing catalog cards, processing books and materials, revising shelf lists and statistical records, and discarding titles and volumes.

12. Order, receive, catalog, and store supplies, materials, and equipment, including computer components; maintain inventories ensuring that adequate quantities are available for timely instructional use.
13. Direct the work of personnel engaged in book collection reclassification and other special projects.
14. Operate a variety of office, library, and audio-visual equipment, including computer hardware and software; train others in the use of computers and other equipment.
15. Maintain a wide variety of statistical records and prepare required reports.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

Computer applications, including word processing, spreadsheets, and databases.
English usage, grammar, spelling, punctuation, and vocabulary.
Library/media technical processes relating to the acquisition, classification, and circulation of media materials.
Library/media terminology and standard practices.
Modern office practices, procedures, and equipment, including computer hardware and software.
Oral and written communication skills.
Record-keeping techniques.
Technical aspects of field of specialty.

Skills and Abilities:

Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.
Maintain financial and statistical records.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate standard office machines and equipment, including computer hardware and software; may perform minor repair and maintenance.
Perform media clerical duties with speed and accuracy.
Perform paraprofessional media duties relating to technical processing and public services.
Plan and organize work and develop work schedules.
Train and provide work direction for clerical personnel and student assistants.
Type/keyboard at 45 words per minute from clear copy.
Understand and follow oral and written directions.
Use computer applications, including word processing, spreadsheets, and databases.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: Library Technician certificate and one year of library or audiovisual experience at the level of Senior Media Clerk.

WORKING CONDITIONS

Physical Requirements:

Category III

Environment:

Favorable, usually involves an office or media setting.