

CHANDLER UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFICATION: GENERAL OFFICE
TITLE: LIBRARY TECH
CALENDAR: [LIBRARY TECH FULLTIME](#)
[LIBRARY TECH PART TIME](#)
SALARY: [GRADE 8](#)

Job Goal

Performing a variety of clerical services in the library

Minimum Qualifications

- High School Diploma or equivalent, AA degree in Library Science or equivalent
- Ability to operate standard office equipment including computer and related software
- Satisfactory criminal background check
- *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*
- Ability to lift, carry, push, pull, or otherwise move objects.
- Manual dexterity to operate business related equipment
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions

- Responds to all internal and external customers, as it relates to job, in a prompt, efficient, friendly, and patient manner
- Responsible, reliable and punctual
- Maintain courteous relationship with students, staff, parents, and treating others with respect
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate for the site and job
- Share sensitive student and staff information on a need to know basis only
- Participate in student's daily school experience in a constructive manner
- Perform a wide variety of clerical tasks including typing, filing, coding, preparing reports
- Checking books in and out of library
- Assist in selecting, ordering, and receiving books
- Locating material for students and assisting in research projects
- Maintain a variety of records and files and inputting data into computer
- Shelving books and making minor repairs
- Providing audio visual and technology services for school including setting up and maintenance of computer stations
- Prepare notices and collecting fines for lost and overdue books
- Prepare bulletin boards and displays
- Maintain the confidentiality of protected student and staff member information even after no longer employed
- Flexible and performing other duties, relating to general job function, as assigned by supervisors
- Make the well-being of students the fundamental value in all decision making
- Establish and maintaining cooperative working relationships
- Accept responsibility for student well being and safety while they are in employee's care

- Alert to and reporting the possibility of any substance use, child abuse, or dangerous situation based upon daily observation
- Operate and caring for school districts' equipment properly
- Follow district policies as outlined
- Perform all duties in a safe and prudent manner as directed by supervisors
- Participate in and/or leading in service programs

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. 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.