



## CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

### Job Class Description

<b><u>INSTRUCTIONAL MATERIALS/CATALOG TECHNICIAN</u></b>			
<b>DEPARTMENT/SITE:</b>	District Department	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	23 per 2020/2021 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Data & Assessment Coordinator	<b>FLSA:</b>	Non-Exempt

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical duties involved in textbook acquisition, distribution, and retirement as well as the ordering, receipt, processing, cataloging, distribution, circulation, and inventorying of District library books; utilize a computer to catalog materials, maintain automated records, and process and input cataloging data, records, and information. The incumbents in this classification assist in providing students with textbooks and library services which directly supports student learning.

#### **ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following list of functions, duties and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

Perform a variety of technical duties involved in textbook adoption, acquisition, distribution, and retirement as well as the receipt, processing, cataloging, distribution, circulation, and inventorying of District library books; prepare and process books and materials for distribution to, and circulation at, District school sites.

Catalog and process books for introduction into the District collection; prepare and affix barcode and identification labels to materials; input and scan related information into assigned computer system; assure proper cataloging of books and materials.

Utilize a specialized software to input data and catalog library materials; establish, maintain, and update catalog records and databases of system-wide library materials; process, import, and input cataloging data, records, and information; utilize online cataloging tools; assure accuracy and completeness of data.

Monitor inventory levels of books and other library supplies as assigned; coordinate, schedule, lead and travel to school sites to conduct regular and periodic inventories; identify and report inventory needs and shortages.

Receive and inspect shipments of books and materials for damage and conformity to packing slips; review shipments to verify accuracy; identify, report, and resolve shortages and discrepancies.

Order textbooks in accordance with inventory needs; maintain contact with staff, vendors, and others to resolve issues, errors and discrepancies related to deliveries, inventory, library collections, and shortages; follow up on delayed shipments, discrepancies, and order status; order office supplies as needed.

Coordinate communications and information in support of cataloging and related library operations and activities; initiate and receive telephone calls as needed; resolve cataloging and inventory issues, problems, and discrepancies in a proper and timely manner.

Provide technical assistance to school site library staff regarding cataloging, inventory, and related library functions; respond to inquiries and provide detailed information concerning related catalogs, tools, standards, books, materials, practices, techniques, policies, and procedures.

Compile information and prepare and maintain various records, reports, and files related to books, textbooks, instructional materials, purchase orders, inventory, costs, shortages, discrepancies, and assigned activities; provide support with ad hoc and other reports to school site library staff; prepare and update textbook catalogs.

Communicate with staff, faculty, administrators, and outside organizations to exchange information and resolve issues or concerns; prepare, distribute, and respond to correspondence.

Operate a variety of office equipment including a copier, paper cutter, computer, and assigned software; utilize dollies, hand trucks, and pallet jacks as needed; drive a vehicle to conduct work.

Train new school site library staff and assist in their selection; prepare time sheets for payroll and work calendars as needed.

Arrange for the shipment of books and materials to school sites in accordance with delivery schedules; prepare and arrange for pickup of books for recycling.

Prepare and sort damaged books for withdrawal or replacement; research and locate replacement books as needed.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Principles, standards, practices, procedures, tools, and techniques involved in the processing and cataloging of library books.

Textbook adoption process and procedures.

Library practices, procedures, reference materials, resources, and terminology.

Inventory practices, procedures, and techniques.

Library cataloging and classification including the Dewey Decimal system.

General practices, standards, techniques, and procedures involved in preparing, maintaining, and updating automated catalogs.

Use and terminology of requisitions, purchase orders, and invoices.

English usage, grammar, punctuation, and spelling.

Operation of a computer and assigned software.

Record-keeping, retrieval, and storage systems.

Mathematic calculations.

**ABILITY TO:**

Perform a variety of technical duties involved in the receipt, processing, cataloging, distribution, retirement, and inventorying of District library books and textbooks.

Review and inspect shipments of books and materials to verify accuracy.

Coordinate, lead, and conduct regular and periodic inventories.  
Review, evaluate, and catalog materials according to the Dewey Decimal System.  
Research, assemble, compile, and evaluate a variety of cataloging data and information.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Type or input data at an acceptable rate of speed.  
Meet schedules and timelines.  
Work independently with little direction.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and four years library experience including work with inventory functions, library material processing and cataloging, and automated computer catalog systems.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Maintain qualification for automobile insurance coverage.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and warehouse work environment, without heating or air conditioning.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and view a computer monitor.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 45 pounds.  
Bending at the waist, kneeling, or crouching to shelve and retrieve books.  
Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

**CLEARANCES:**

Criminal Justice Fingerprint /Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

**JOB CLASS HISTORY**

Approved: (New Class, 04/02); Rev. 8/06; 10/ 10 New range (Ewing)  
07/23 Revised (EH&A / MGT Consulting) PC:06/23 GB:06/23