



# The School Board of Polk County

<http://www.polk-fl.net>

## Job Description

Position Title: Senior Technician, Library Automation Technical

FLSA Status: Non-Exempt

Salary Grade, if non-union: SG16

Pay Grade, if union:

Non-Union or Specific Collective Bargaining Agreement: Non-Union

### Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

### Custom Job Purpose:

This position exists to perform responsible work with library and textbook automation systems including Follett Destiny Library Manager, Follett Destiny Textbook Manager, , Alliance Plus, MARC Magician and MARC records, Accelerated Reader and online subscription services. Provide technical expertise in the production of audio-video and still production. Provides cataloging, processing, quality and authority control for school media center automated catalogs.

### Essential Functions of this Job

Assists school personnel with specialized knowledge relating to library and textbook inventory automation and procedures Assists school personnel with the implementation of reading motivational products Assists with coordination of central cataloging service to new and existing schools for materials purchased with local, state, and federal funds. . Provides experienced, professional information, training and consultation services needed to individuals and groups. Assists in coordination of the daily operation of the central cataloging unit and trains media specialists in all library automation systems. Assist in training of school personnel for usage of textbook manager system.

### Non-Essential Functions of this Job

Performs other duties as assigned.

### Knowledge, Skills and Abilities:

Considerable knowledge of library information services and management procedures, information skills curriculum, computer languages and software, School Board Rules, and district policies and procedures. Ability to establish and maintain harmonious working relationships with co-workers, other departments,

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vendors, and school personnel. Ability to produce audio-video presentation; knowledge of production software. Ability to type with accuracy a high priority. Accuracy in work critical to the operation of all library automation systems in individual schools and in central district database. Ability to troubleshoot computers, specialized hardware, and provide telephone and on-site support when needed. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Graduation from an accredited college or university in Information Science and/or a minimum of five years experience in library media field or related field with specialized training in library automation systems.

Work Context:

Requires sitting and some standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with students, individuals and/or teams. Requires the use of alternative communication systems, such as electronic mail, telephones and computers. Requires coordination of work tasks to establish priorities, set goals and meet deadlines. Requires work with both internal and external contacts, and with the public.

Physical Environment:

Requires working indoors in environmentally controlled conditions. Requires sitting for the majority of the day, and the ability to lift, carry, move and/or position objects infrequently weighing up to 20 pounds.

Local Code: 0409  
EEO5: 50  
Approval Date: 2011-02-23  
Date Last Revised:

*The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.*