



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
MEDIA RESOURCES SPECIALIST	CLASSIFIED	GRADE: L MONTHS:
BOARD POLICY REFERENCE: 2005/06 Classification Study		Board Approved:

**JOB DESCRIPTION:**

Under general supervision, coordinate daily operation of media circulation program; provide instructional support to a diverse population; perform complex work related to the acquisition, cataloging, circulation, and replacement of the District's media collection and equipment; supervise student assistants and short-term, non-continuing employees; schedule instructional media equipment usage; maintain informational databases for District equipment and media; and perform related work as required.

**SCOPE:**

The Media Resources Specialist has a thorough working knowledge of library and media terminology, technology, rules and procedures, and applicable federal laws governing copyrights; organizes instructional media collections and provides access to the collections; supervises media services circulation functions; and serves as primary contact point related to the operation of the department.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Catalogs and organizes media materials for use by patrons; processes media materials for circulation; compiles lists, including purchased materials and local lectures, for District utilizing automated library system and databases.
2. Researches acquisition of instructional media, including video, audio and digital formats.
3. Develops and implements procedures for and circulates media materials to students, faculty and staff; primary contact for scheduling the circulation of media software and equipment by faculty.
4. Serves as resource person to faculty in the selection of instructional materials.
5. Duplicates audio materials; maintains off-air log and assures compliance with all relevant copyright policies.
6. Records and compiles departmental records and related circulation and production of media materials; maintains fixed assets database of District's media equipment.
7. Schedules media teaching and conference rooms.
8. Coordinates annual inventory of media materials on library circulation system.
9. Distributes overdue notices and posts fines to patron accounts for media materials; updates automated system to ensure assessment and collection of library fines.
10. Develops and maintains media catalog.
11. Resolves patron conflicts and issues; maintains positive public relations for Media Services and the Library.
12. Maintain security system for public access.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

13. May serve as a lead worker for other classified staff in the area.
14. Supervises student assistants and short-term, non-continuing employees in media circulation.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Prioritize and coordinate work flow of media circulation materials and staff; perform complex and detailed cataloging of media materials; provide subject access and organization to the District's media resource; interpret and implement rules and procedures; analyze situations accurately and adopt effective courses of action; compose correspondence and accurate reports; follow and give oral and written instructions; operate and maintain a wide variety of computerized library and media equipment; research, acquire and schedule media software; communicate effectively in English; work independently with a minimum of supervision; perform general office skills; maintain accurate records; act as a lead worker to other classified staff in the area; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Library and media terminology, rules and procedures; database management software, electronics publishing, email and world wide web research techniques; operation of one or more modules of an integrated library automations system and various audio visual equipment such as videocassette recorder, duplicator, cassette and CD player; cataloging or organizing media collection; federal copyright laws as they apply to education; accounting procedures and practices; operation of standard office equipment.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school. An associate's degree is preferred.

*Experience:*

Two years experience working in Public Service (college environment preferred) and two years of increasingly responsible experience working with database management system. One year of supervisory experience is preferred. Demonstrated knowledge of library terminology, rules and procedures preferred.