

**GROTON PUBLIC SCHOOLS  
GROTON, CONNECTICUT**

**JOB DESCRIPTION**

**TITLE:** Library Technical Assistant (School Media Centers)

**QUALIFICATIONS:**

1. Certification as Library Technical Assistant or *two years of post-secondary education or training related to library media or equivalent work experience related to job responsibilities or a combination thereof.*
2. Evidence of knowledge of library procedures.
3. Such alternatives to the above as the Board may find appropriate and acceptable.

**SPECIFIC SKILLS:**

1. Excellent interpersonal skills
2. Self-motivated
3. Good oral and written communication skills.
4. Knowledge of computer *software including word processing, spreadsheet, database, and presentation programs.*
5. *Working knowledge of computer hardware, peripherals, and AV equipment, including equipment used in televised school broadcasts.*
6. *Knowledge of Internet for conducting academic research.*

**REPORTS TO:** Principal and *Library Media Specialist*

**RESPONSIBILITIES:**

1. Maintains automated catalog.
2. Operates circulation desk, including automated circulation system and interlibrary loans.
3. Prepares overdue notices and retrieves materials.
4. Performs simple repairs and maintenance on equipment and print and non-print materials.
5. Provides secretarial support, including liaison to vendors.
6. Operates and instructs in the use of office machines, computers, and media equipment.
7. Checks in orders for books, periodicals, and audio-visual, and prepares new materials.
8. Shelves materials and reads shelves.
9. Prepares bulletin boards and displays.
10. Inventories books, materials, and equipment.
11. Does copy cataloging.
12. Operates and troubleshoots automated system and other library media computer programs.
13. Orders supplies and maintains their inventory.
14. Assists in training and supervising volunteers and in class supervision.
15. Provides support for the use of technology within the media center.
16. Assists staff and students in selecting materials and performs bibliographic searches.
17. Assists in weeding the collection.
18. *Maintains confidentiality.*
19. Performs other duties as assigned by Principal, *Library Media Specialist* or designee.