



## ORCUTT UNION SCHOOL DISTRICT CLASSIFIED NOTICE OF VACANCY

500 Dyer Street  
Orcutt, CA 93455  
(805) 938-8900

Classified application available @ [www.orcutt-schools.net](http://www.orcutt-schools.net)  
Departments, Human Resources, Classified Employment,  
Application for Employment, Classified

January 13, 2022

- POSITION:** **MEDIA SPECIALIST (school librarian)**  
Current position located at our Los Alamos Campus  
20 hours per week – 193 work days per year
- SALARY:** \$16.81 - \$21.45 per hour
- QUALIFICATIONS:** See job description
- TO APPLY:** Submit an application (if one is not on file with the Human Resources Dept.) and/or letter of interest summarizing your experience and qualifications to Susan Salucci, Assistant Superintendent/Classified Human Resources.  
  
Applicants must follow the above instructions to be considered.
- APPLICATION DEADLINE:** Until filled
- INTERVIEW/TESTING:** Selected applicants will be notified

*Meeting minimum qualifications does not insure the candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge and abilities. The district reserves the right to extend time limits, reinstate or withdraw the recruitment-selection process at any point.*

**General Requirements Upon Offer of Employment**

*The Immigration Reform and Control Act requires that the District obtain documentation from every individual who is employed which verifies identity and authorizes his/her right to work in the United States*

*Individuals selected for employment must have a tuberculin examination to determine freedom from tuberculosis. The District may require a job related physical examination and satisfactory result from such an exam. This cost is the responsibility of the District.*

*State law requires that all employees be fingerprinted and cleared through the Department of Justice. This cost is the responsibility of the applicant.*

*The Orcutt Union School District does not discriminate on the basis of a person's actual or perceived race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex or sexual orientation in the educational programs or activities which it operates.*

**\*\*AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER\*\***

# ORCUTT UNION SCHOOL DISTRICT

## CLASS TITLE: MEDIA SPECIALIST

### BASIC FUNCTION:

Under the direction of a Principal, provide library media services related to the circulation, distribution and recovery of library and reference books, textbooks, audio-visual materials and equipment and other instructional materials at an assigned school facility; process, shelve and assist students and staff in the selection of media center materials.

### REPRESENTATIVE DUTIES:

Receive, process, circulate and re-shelf print and non-print materials. *E*

Assist individuals, groups of students and teachers in locating and selecting appropriate materials; prepare materials for instructional activities including pulling materials for teachers; maintain center schedule for teachers; present library orientation sessions. *E*

Maintain records of expenditures, circulation, inventories, payment for lost or damaged materials and fines and other monies collected. *E*

Prepare and send overdue notices and billings as required; collect monies and provide receipts. *E*

Process new library materials including library books, textbooks and audio-visual equipment. *E*

Maintain shelf lists and bibliographies. *E*

Ability to access the Internet, executes appropriate software, manage files, enter and manipulate data and maintain inventory records. *E*

Issue and collect textbooks from students; maintain records and file information. *E*

Answer questions and provide information regarding the operation of the media center to students, teachers and staff; locate and retrieve books for teachers as requested. *E*

Maintain, set up, operate and inspect a variety of media center equipment; perform minor repairs and adjustments on hardware and software; assign and reserve various equipment and resource materials as required. *E*

Coordinate off-site maintenance and repairs of equipment. *E*

Design and provide motivational displays such as bulletin boards, posters and displays. *E*

Mend and repair damaged books; select and prepare materials to be re-bound, repaired or discarded. *E*

Assist in the selection and ordering of library books, textbooks, periodicals, instructional materials, supplies and software. *E*

Organize the media center facility, maintaining materials in good condition and assessing facility needs and problems. *E*

Provide assistance to other department staff as necessary. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

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Library terminology and standard library practices and techniques  
General types and uses of library materials including basic reference sources and materials  
Dewey decimal classification systems  
Modern office practices, procedures and equipment  
Record keeping techniques  
Oral and written communication skills  
Telephone techniques and etiquette  
Correct English usage, grammar, spelling, punctuation and vocabulary  
Interpersonal skills using tact, patience and courtesy  
Technical aspects of field of specialty  
Basic math

**ABILITY TO:**

Provide library media services related to the circulation, distribution and recovery of library and reference books, textbooks, audio-visual materials and equipment and other instructional materials at an assigned school facility.  
Process and shelve library/media center materials and assist students and staff in the selection of library/media center materials  
Read, interpret, apply and explain rules, regulations, policies and procedures  
Add, subtract, multiply and divide quickly and accurately  
Understand and follow oral and written directions  
Work cooperatively with others  
Type at an appropriate rate of speed  
Operate, service and make minor repairs on equipment including audio-visual equipment, typewriter, duplicators and computer  
Work independently with little direction  
Communicate effectively to children and adults  
Establish and maintain effective working relationships with others  
Plan and organize work  
Maintain a variety of inventories, files and records

**EDUCATION AND EXPERIENCE:**

An equivalent combination to: graduation from high school and two years paraprofessional library/media experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School media center environment.

Constant interruptions

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information

Dexterity of hands and fingers to operate a computer keyboard

Seeing to read a variety of materials

Standing for extended periods of time

Reaching overhead, above the shoulders and horizontally

Bending at the waist, kneeling or crouching

Pushing and pulling book carts

Lifting and carrying moderately heavy objects

Climbing