



TITLE	CLASSIFICATION	SALARY GRADE
MEDIA RESOURCES SPECIALIST	CLASSIFIED	GRADE: L
BOARD POLICY REFERENCE: 2012/13 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; 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; serves as primary contact point in relation to the operations of the department; and serves as a liaison between a service area and the District-wide community.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Catalogs and organizes media materials for use by patrons; processes media materials for circulation; compiles and distributes 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 and video 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 instructional and conference rooms.
8. Coordinates annual inventory of media materials in library circulation system.
9. Prepares and distributes notices for overdue media materials and posts fines to patron accounts for media materials 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.

KEY DUTIES AND RESPONSIBILITIES (Continued):

12. Oversees closed captioning workflow for Distance Education accessibility compliance.
13. Provides schedule of security system for public access.
14. May serve as a lead worker for other classified staff in the area.
15. Supervises, trains and schedules student and short-term, non-continuing employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Prioritize and coordinate work flow of media circulation materials and staff; interact with the public in a calm and professional manner and maintain positive public relations for Media Services and the Library; perform complex and detailed cataloging of media materials; provide access and organization to the District's media resources; interpret and implement rules and procedures; compose correspondence and 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; maintain accurate records; act as a lead worker to other classified staff in the area; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Library and media terminology, rules and procedures; computer software programs including word processing, database management software, electronic publishing, email and internet research techniques; operation of one or more modules of an integrated library automations system and various media equipment; cataloging or organizing media collection; intellectual property and federal copyright laws 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 with some related college-level coursework. An Associate's degree is preferred.

Experience:

Some experience working in public service (college environment preferred) with increasingly responsible experience working with database management systems. Previous experience directing the work of others is preferred.