

LIBRARY/MEDIA TECHNICIAN
(BOCES #1)

GENERAL STATEMENT OF DUTIES: Provides technology support to Special Education and Professional Library Programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Coordinator of the School Library Systems, this position supports technology uses for the Putnam/Northern Westchester BOCES School Library System and the Department of Special Education. This position facilitates the installation, maintenance and use of audio -visual equipment and peripherals in both departments. Supervision may be a responsibility of this position.

EXAMPLES OF WORK: (Illustrative Only)

Plans for and implements audio-visual set-ups on the BOCES campus;

Assesses AV equipment needs and recommends appropriate setup plan in light of the room, size of group and type of presentation; proofs software and hardware prior to day of presentation;

Responsible for the general maintenance and care of AV equipment; advises Coordinator of the need of a service call when appropriate;

Maintains department inventory of audio-visual supplies and recommends equipment purchases;

Assists the Coordinator in maintaining the School Library System On-line Union Catalog and Catalog Web Page;

Supports the Coordinator in the dissemination of information to School Library members, to Professional Library Information Center clientele and to the BOCES campus community;

Assists library users in searching information databases on-site in the Professional Library;

Provides basic instruction on the use of AV equipment and specific software applications as needed for presentations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Good knowledge of the practices, tools and terminology used in the care and maintenance of audio-visual equipment and applications in multi-media; good knowledge of computer technology; ability to make general repairs and maintain audio- visual equipment; ability to maintain records and databases utilizing automated systems equipment; ability to follow oral and written instructions; ability to establish and maintain effective working relationships; tact; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) three (3) years experience in the operation, maintenance and care of media equipment and materials or (b) completion of a two (2) years of post high school education and one year experience as outlined in (a) or (c) a satisfactory equivalent combination of the foregoing training and experience.

NOTE: Work experience in a library setting may be substituted on a month-to-month basis for up to 6 months experience as outlined in (a).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.