

CONTRA COSTA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESOURCE CENTER TECHNICIAN

RANGE: 17

BASIC FUNCTION:

Under the direction of the Manager, Technology/Curriculum Integration, perform a variety of technical duties involved in the selection, circulation, maintenance and distribution of educational materials for the professional library; provide operational support to the department; serve as an informational resource to the public and County Office staff concerning the selection of educational materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in the selection, circulation, maintenance and distribution of educational materials for the professional library; coordinate the receipt and distribution of materials.

Serve as an informational resource to the public and County Office staff concerning the selection of educational materials; respond to inquiries and provide information and recommendations regarding proper instructional materials for a variety of educational activities, topics or themes as requested.

Coordinate circulation of Center materials and equipment; check books from the professional library, equipment, software and other educational materials in and out using a computerized system and bar codes.

Maintain display of State-adopted and pre-adoption materials; maintain the Learning Resource Display Center (LRDC) area and software preview center in proper working condition.

Greet and assist visitors with locating and selecting materials; instruct visitors in proper methods of utilizing the Center's reference materials, computers and other electronic equipment; respond by telephone or in person to provide information to the public and staff.

Monitor inventory levels and assist in the selection of instructional materials and equipment; research and recommend new instructional materials; conduct regular and periodic inventories as assigned; assist with ordering materials and equipment.

Perform a variety of clerical duties related to assigned activities such as duplicating and distributing materials, processing forms related to purchase orders and requisitions, researching information, answering phones, and typing correspondence, lists, forms, flyers, marketing materials and a variety of other materials; proofread and edit materials to assure accuracy.

Operate and maintain a variety of office equipment including a copier, typewriter, fax machine, computer and assigned software; arrange for equipment repairs as needed.

November 2005

Communicate with County Office personnel, school site staff and outside agencies to exchange information and resolve issues or concerns related to assigned activities, inventory, educational materials, equipment and assigned duties.

Prepare and maintain a variety of records and reports related to educational materials, equipment, inventory and assigned activities; establish and maintain filing systems; maintain, update and catalog resources for the professional library; maintain, update and manage assigned databases of resources.

Monitor assigned budgets; process billings for outside contracts; track payments as needed; prepare vendor contracts; assist with budget projections.

Make presentations regarding resources, services and uses of Learning Resource Display Center.

Provide support to the Northern California Media Technology Consortium (NCMTC); perform a variety of activities related to NCMTC budgets, purchase orders, contracts and communications.

Attend and participate in legal compliance and other meetings as assigned.

OTHER DUTIES:

Assist with the preparation of handouts for technology training and web portal trainings.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of an instructional resource center.

Practices, policies and procedures of the Center.

Reference materials, resources and terminology used in the professional library.

State adoption process, cycles and time lines.

Dewey Decimal system of classification and computerized cataloging.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Filing, indexing and inventory procedures.

Basic budget and financial record-keeping procedures.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Basic mathematics.

ABILITY TO:

Perform a variety of technical duties involved in the selection, circulation, maintenance and distribution of educational materials.

Serve as an informational resource to the public and County Office staff concerning the selection of

educational materials.

Check books and materials in and out utilizing appropriate systems.

Process and shelve materials.

Assist others in locating and utilizing Center materials and resources.

Perform clerical duties such as filing, duplicating materials and typing.

Inventory and assist in the selection of instructional materials and equipment.

Prepare materials and equipment for distribution.

Maintain records and prepare reports.

Work independently with little direction.

Operate a variety of office equipment including a computer and assigned software.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Maintain the LRDC in a neat and orderly condition.

Meet schedules and time lines.

Make mathematic calculations quickly and accurately.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching to shelve and retrieve materials.

Reaching overhead, above the shoulders and horizontally.