

Job Description

Job Title: **Instructional Materials Center Manager**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative & Technical**
 Prepared/Revised Date: **January 2014**

Job Code: **3008**
 FLSA Status: **Exempt**
 Pay Range: **L 06**
 Work Year: **12 months**

SUMMARY: Oversee the day-to-day operations of the Instructional Materials Center (IMC). IMC Operations include cataloging and processing of all materials for inclusion in the District’s Integrated Library System (ILS) for all schools and special collection and managing the district textbook inventory and processing. This position is the Systems Manager for the District’s ILS and textbook management processing software.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Coordinate technical aspects of the cataloging and processing of materials for District library media centers by monitoring the cataloging process, coordinating special cataloging projects, ensuring software is current, and keeping abreast of changes in library cataloging and processing technology. Manage the district textbook inventory, processing and distribution system through textbook management processing software.	D	30%
2. Train and supervise copy catalogers and textbook processors who perform physical processing of materials.	D	20%
3. Oversee system management of District’s ILS and maintain bibliographic integrity of the District’s ILS. Oversee uploads of MARC records for accuracy and thoroughness. Enhance MARC records as time allows. Oversee textbook inventory system.	D	15%
4. Maintain open communications with District Library Services Coordinator, District approved library materials vendors, and the District’s ILS vendor to resolve concerns quickly. Maintain open communications with the District warehouse manager.	D	6%
5. Perform original cataloging as required of print and non-print materials for inclusion in the District’s ILS.	W	10%
6. Provide technical support and training on District ILS to District teacher librarians and media center clerks. Provide technical support and training on District textbook management software to appropriate personnel.	W	7%
7. Collaborate with the District Library Services Coordinator, teacher librarians, and various committees on issues related to cataloging and the ILS.	M	5%
8. Report quarterly all cataloging and textbook processing statistics.	M	2%
9. Coordinate cataloging and processing of opening-day library collections and textbook inventory as the District opens new schools.	A	3%
10. Perform other duties as assigned.	Ongoing	2%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor’s Degree Required.
- Master’s degree in Library Science Management preferred.
- Minimum of three years experience in library cataloging and ILS management.
- Supervisory experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- None required.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Good oral and written communication, organizational and interpersonal skills.
- Ability to learn online ordering software programs from all approved Adams 12 vendors
- Ability to learn and maintain textbook and ILS software

- Extensive knowledge of Integrated Library Systems (union catalog); must have operating knowledge of the District's ILS within 3 months after hire.
- Knowledge of and experience with Anglo-American Cataloging Rules (current-21st edition), Sears Subject Headings and Dewey Decimal Classification.
- Ability to promote and follow Board of Education policies, Superintendent policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Good computer skills
- Ability to use a handcart, or hand dolly
- Ability to use bar coding equipment.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Exec. Director of Operations	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Instructional Materials Processor	3	090909

- In conjunction with the Executive Director of Business Operations makes decisions on disciplining, directing work, assigning work, training and evaluating. Makes recommendations regarding terminations.
- Collaborates with Library Services Coordinator on cataloging decisions.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in monitoring the Instructional Materials Center budget and initiating requisitions.
- Provide budget recommendations.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk		X		
Hear		X		
Taste	X			
Smell (mold or mildew in books)		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Communicate			X	
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish illustrations in color vs. black and white)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	