

**Roswell Independent School District  
Job Description**

**Job Title: ADMINISTRATIVE TECHNOLOGY SUPPORT –MEDIA – MATERIAL CENTER**

**Reports To: ASSISTANT SUPERINTENDENT FOR INSTRUCTION / DIRECTOR OF INSTRUCTIONAL PROGRAMS**

**General Job Description:**

Under indirect supervision, distribute instructional materials to district staff.

**Essential Duties and Responsibilities:**

1. Schedule and confirm requests via e-mail or by phone.
2. Pull materials, load and prepare pony bags for delivery of materials requested.
3. Prepare shipping lists and return lists.
4. Print labels, confirmation lists, route delivery documents, pull lists, and return lists.
5. Shelf return items, check for items not found, and research for last borrower and contact last user for return.
6. Process, label and shelve new items, including but not limited to books and videos.
7. Inspect, clean, mend and shelve videos; clean shelves.
8. Receive all parcel shipments for the district, receive, preview and return unacceptable materials.
9. Provide input into the selection of new items or replacement items.
10. Conduct inventory of all library books.
11. Conduct inventory of all media items.
12. Assist with preparation of in-service materials and trainings.
13. Knowledge of computer systems, including data bases and word processing programs.
14. Manage personal and professional tasks through the use of technology.
15. Manage available instructional materials and reviews.
16. Maintain confidentiality with sensitive matters.
17. Be flexible and able to prioritize tasks and maintain accurate and detailed records.
18. Report to work on time and work no less than 7 hours per day.
19. Work independently with very little supervision.
20. May be required to perform other related functions as assigned by your supervisor(s).

**Supervisory Responsibilities:**

None

**Qualifications:**

1. High School diploma or GED
2. Three years' experience in a library environment, and at least one of which should have been in an educational library environment.

**Physical Requirements:**

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

**Safety and Health:**

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

**Equipment/Material Handled:**

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

**ADMINISTRATIVE TECHNOLOGY SUPPORT – MEDIA – MATERIAL CENTNER (CONT'D)**

**Work Environment:**

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

**Terms of Employment:**

Salary and work year to be established by the Board.

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**I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.**

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**Signature**

**Printed Name**

**Date**