

Alameda County Office of Education

JOB TITLE: Multi-Media Resource Specialist (Range 13 CSEA)

JOB SUMMARY :

Provides research, information, and recommendations concerning materials for use in educational programs, and schedules use of materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Confers with teachers regarding content and appropriateness of media for specific educational programming.

Schedules media in the library for use in educational programs at school sites.

Uses a computer, software and a data base inventory of media materials for scheduling media use.

Pulls, packs, labels and distributes materials according to schedules.

Reviews and takes action to daily exception reports.

Schedules use of media equipment.

Receives returned media materials, enters return into data base, inspects and re-shelves.

Enters new clients into and maintains the data base of client information.

Maintains and updates on-line data base of materials in the library.

Processes sales and invoicing of educational publications.

Analyzes reports, problems and malfunctions in the data base system and corrects errors.

Searches Internet sites for, and evaluates, media materials available for the library.

Generates, runs and distributes reports.

Processes late fees and invoicing for damaged materials.

Performs related duties as required.

Multi-Media Resource Specialist Continued

QUALIFICATIONS 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.

ABILITY TO

Operate the data base system for maintaining inventory and scheduling media materials for use.
Locate, identify and evaluate materials in the library and in external information sources.
Communicate with teachers concerning the content and appropriateness of materials for use.
Research methods and report writing.
Interpret and explain policies & procedures.
Compose correspondence independently.
Prepare and maintain records and files.
Perform research, compile data, prepare reports.
Establish, maintain effective relationships.
Operate modern office equipment.
Meet schedules and time lines.
Plan and organize work.
Understand and follow oral and written directions.
Answer telephones courteously and efficiently.
Perform routine clerical duties.
Operate personal computer and software.
Communicate effectively orally and in writing.

KNOWLEDGE OF

Multi-media used in educational programming.
Sources for obtaining multi-media programs.
Establishing, maintaining and operating an inventory data base on-line for scheduling media for use.
Library procedures.
Sources of information on education code, copyrights, regulations, publishers and other data.
Department operations and policies.
Interpersonal skills.
Correct English usage.
Operation of office equipment and software.
Telephone etiquette.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years related experience and/or training; or equivalent combination of education and experience.

Multi-Media Resource Specialist Continued

LANGUAGE SKILLS

Ability to read and interpret documents and media materials. Ability to write routine reports and correspondence. Ability to speak effectively with professionals and before groups.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts for invoicing and billing charges.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, distance vision and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

Approved by the Personnel Commission

Approved Date: February 19, 2009