POSITION DESCRIPTION

TITLE: Library Systems Trainer
LOCATION: Administrative Service Center
REPORTS TO: Manager, Educational Technology
DEPARTMENT: Educational Technology

SUMMARY STATEMENT:
Under the supervision of the Manager of Educational Technology, the Library System Support Trainer will perform software training and database management to support all library and textbook tracking systems employed in Evergreen Public Schools.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with media staff and teachers in person, by telephone, via E-mail, and in writing.
2. Perform software installations for library and media programs at all district schools.
3. Perform preventative maintenance for library database program.
4. Work with IT/ET administrators during program upgrades.
5. Assist Media Specialists in the use of various software programs.
6. Travel from location to location in order to perform tasks.
7. Remain current in existing and emerging library software.
8. Participate in meetings and training specified by Manager of Educational Technology.

OTHER RESPONSIBILITIES:
1. Establish and maintain software catalog checkout procedures.
2. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

- Vision (66-100%)
- Sitting (Up to 33%)
- Acceptable Attendance
- Pushing/Pulling (33-66%)
- Speaking (66-100%)
- Standing (66-100%)
- Stooping/Bending (33-66%)
- Use of hands and/or arms for repetitive motion (33-66%)
- Writing (33-66%)
- Walking (66-100%)
- Lifting/Carrying Up to 50 lbs (33-66%)

MENTAL DEMANDS REQUIRED:

- Reading Documents (66-100%)
- Customer Contact (66-100%)
- Detailed Work (66-100%)
- Training (66-100%)
- Verbal Communication (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Confidentiality (66-100%)
- Written Communication (33-66%)
- Frequent Interruptions (33-66%)
- Problem Solving (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously  (33-66%) = Frequently  (Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
Windows computers, library software (i.e. Destiny and MARC Magician), telephone, 10-key calculator, FAX machine, printers, all copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

**MINIMUM QUALIFICATIONS:**
1. Demonstrated ability to communicate effectively with students, staff, and the general public.
2. Demonstrated ability to work independently with a minimum of supervision.
3. Two years of experience in a related field, or equivalent training.
4. Knowledge of Windows hardware and software preferred.
5. Must be flexible, cooperative, and be able to maintain confidentiality.
6. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
7. Demonstrated ability to perform tasks accurately and in accordance with established guidelines.
8. Demonstrated ability to handle multiple priorities at one time.
9. Demonstrated organizational skills and a commitment to follow through.
10. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
11. Must be able to travel from location to location to perform tasks.
12. Must possess a current valid motor vehicle license.
13. Must be able to be insured through District's insurance carrier. Driving abstracts will be required.

**189-190 Days Per Year (Includes Holidays)**
**2 Hrs. Per Day**

PSE: ___________________________  Date: _________________

District: ___________________________  Date: _________________

New
Revised Date:  09/25/2009
Classification:  Professional Technicians (PSE)
Class:  Class V
Display on Web?  Yes

Library Systems Trainer