

# Secretary, District Technology Resource Center, S4/12

## JOB DESCRIPTION

### **POSITION TITLE MINIMUM**

Secretary (S-4), District Technology Resource Center

### **QUALIFICATIONS**

- Proficient user of Library World circulation system and database management as well as Marcive On-line Services
- Strong working knowledge of AACR library catalog rules.
- Proficient user of financial purchasing system.
- Proficient user of Microsoft Word, Outlook (e-mail).
- Willingness to stay abreast of changing software modules.

### **REPORTS TO JOB GOAL(S)**

Director of Educational Media & Technology  
To maintain and support the functioning and operations of the Technology Resource center for all the schools in the South Orange and Maplewood School District

### **JOB RESPONSIBILITY AND AUTHORITY**

Maintain and support the functioning and operations of the district's Technology Resource Center including distribution, maintenance, purchase and circulation of audiovisual equipment, materials, videos, DVDs and maintenance of the district's online Union Catalog.

## PRIMARY RESPONSIBILITIES

1. Circulates TRC audiovisual equipment: daily circulation and recordkeeping of all audiovisual equipment. Places security tags and barcodes on equipment and materials; engraves and inventories equipment and materials and maintains records on all new and old equipment.
2. Circulates miscellaneous audiovisual materials to district faculty and staff; maintains an inventory of audiovisual supplies including project lamps, bulbs, transparencies and pens, batteries, etc. for faculty use.
3. Works with vendor to ensure equipment maintenance and repair.
4. Maintains the on-line catalog of all district videotapes and DVDs; works with librarians especially the Video Committee to purchase, process and catalog these materials. Makes sure that videotapes and DVDs are properly shelved and organized for easy access.
5. Schedules, sets up, receives all requests from elementary and middle schools for videotapes, DVDs and library books and ensures delivery of same through the District PONY each Monday, Wednesday and Friday.
6. Cuts purchase orders from requisitions of librarians for supplies, books and materials in conjunction with departmental secretary. Maintains records of libraries purchases.
7. Assists the Director of Educational Media & Technology and the director's secretary on district assignments as required.
8. Provides switchboard coverage for a.m. and p.m. breaks, lunch breaks, and half day coverage as assigned by CHS main office. Assists with sorting and distribution of building mail and assembling of student and teacher information packets as required by CHS main office.

**WORKING RELATIONSHIPS** Works with department staff particularly librarians, district faculty and

**OF THE POSITION** staff, department chairs and administrators, business office, Adult School, vendors, etc.

**TERMS OF EMPLOYMENT** 12 months

Salary as per SOMEA agreement