VACANCY ANNOUNCEMENT

MEDIA TECHNICIAN
Riverside Elementary School/Magnolia Elementary School

To perform library/media duties as designated by the school library media specialist.

DUTIES AND RESPONSIBILITIES INCLUDE

- Performs special tasks in the acquisition and processing of book and non-book materials as directed by the Library Media Specialist.
- Performs duties at the circulation desk such as checking-out materials for students, printing and distributing overdue notices, collecting fines, preparing reserve and special collections, and updating the student databases.
- Assists the school Library Media Specialist with yearly inventory of print, non-print materials, and equipment.
- Operates, schedules, and routes portable audio visual equipment, video recorders, and television cameras.
- Performs media production tasks, such as video taping.
- Schedules and reserves audio visual materials, retrieval system, and DVD’s.
- Assist the Library Media Specialist with the security of the Library Media Center.
- Operates library media automation programs and enters data for the programs.
- Operates online database programs.
- Assists students, individuals, and small groups in the use of reference tools, print, non-print, and online databases.
- Assists the library media specialist in teaching individuals and small groups of students.
- Performs special duties as assigned, including performing typing and computer duties accurately.
- Processes book and audio visual orders: packs and unpacks books and equipment.
- Maintains equipment and submits equipment work orders online.
- Assists in maintaining appearance of the media center.
- Supervises student helpers.
- Performs other work-related duties as assigned.

SALARY
Starting salary for Technicians ($23,376)
May increase with additional education and experience

REQUIREMENTS
- High school diploma or GED; associate of arts degree or sixty college credits beyond the high school diploma.
- Experience with the use of Microsoft Office programs.
- Possess strong verbal, written, and interpersonal skills.

HOW TO APPLY
Employment applications are accepted online only. To access the application, visit the Current Job Openings section of the HCPS website at www.hcps.org. If you have questions or require assistance to complete the online employment application, contact the Human Resources Office at 410-588-5238.

Human Resources Office
102 S. Hickory Avenue, Bel Air, Maryland 21014
Telephone: 410-588-5238
www.hcps.org

AN EQUAL OPPORTUNITY EMPLOYER

August 25, 2020
Online employment applications will be accepted until filled.

In accordance with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. §1681, et seq.), Harford County Public Schools does not discriminate on the basis of sex in any of its programs or activities or with regard to employment. Inquiries about the application of Title IX, and its implementing regulations to Harford County Public Schools may be referred to Dr. Paula Stanton, Harford County Public Schools Title IX Coordinator, by mail to 102 S. Hickory Avenue, Bel Air, Maryland 21014, or by telephone to 410-809-6064 or by email to Paula.Stanton@hcps.org, or the Assistant Secretary for the Office of Civil Rights in the United States Department of Education by mail to 400 Maryland Avenue, SW, Washington, DC 20202 or by telephone 1-800-421-3481, or both."

This document is available in alternative form upon request. To request disability-related reasonable accommodations, please notify a staff member in the Human Resources Office at the time you are contacted for an interview.

AFFIRMING EQUAL EMPLOYMENT IN PRINCIPLE AND PRACTICE