

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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| <b>TITLE:</b>          | Coordinator, Library and Media Services               | <b>CLASSIFICATION:</b> | Non-Represented Management, Certificated |
| <b>SERIES:</b>         | Coordinator II  | <b>FLSA:</b>           | Exempt                                   |
| <b>JOB CLASS CODE:</b> | 6020  | <b>WORK YEAR:</b>      | 12 Months                                |
| <b>DEPARTMENT:</b>     | Library Services                                      | <b>SALARY:</b>         | Range 11<br>Salary Schedule A            |
| <b>REPORTS TO:</b>     | Associate Superintendent,<br>Instruction and Learning | <b>BOARD APPROVAL:</b> | 06-19-00                                 |
|                        |   | <b>BOARD REVISION:</b> | 12-01-03                                 |

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**BASIC FUNCTION:**

Plan, coordinate, maintain, and supervise the district's library and media services; provide expertise and resources for the development and improvement of school libraries and media centers; oversee the district's Professional Library.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Plan, coordinate, maintain, and supervise the district's library and media services; provide expertise and resources for the development and improvement of school libraries and media centers; oversee the district's Professional Library. **E**

Coordinate the development and implementation of the Information Literacy Standards, the Young Author Program, book exhibits, district-wide reading incentive program, the district's five-year library plan, and the Reading is Fundamental Program; coordinate the implementation of the No Child Left Behind Act. **E**

Coordinate functions of the department related to quality service, cataloging, circulation, acquisition, and receiving and processing of library materials for the district. **E**

Responsible for budget preparation and allocations for district's library program from various sources; analyze and review budgetary and financial data; monitor and authorize expenditures in accordance with established guidelines. **E**

Communicate with other administrators, district personnel, and vendors to coordinate activities and programs, resolve issues and conflicts, and exchange information regarding budgets, materials, and policies. **E**

Formulate and develop policies and procedures; develop and implement short and long-term plans and activities; assume responsibility for program improvement. **E**

Supervise and evaluate the performance of assigned staff; interview and select employees, and recommend transfers, reassignment, termination, and disciplinary actions; plan, coordinate, and provide staff development for K-12 library personnel. **E**



Supervise and evaluate the performance of assigned staff.  
Meet district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office and library environment; driving a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; seeing to read and prepare documents and reports, and view computer monitors; sitting or standing for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally; lifting light objects.

*(Former Classification: Coordinator I, Library and Media Services)*