



Example of Library Media Specialist Job Description

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Our company is growing rapidly and is looking for a library media specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for library media specialist

- Assist in the development of recommended reading and purchasing book and digital resource lists
- Participate on RFP committees and assist with procurement contracting processes
- Work closely with vendor partners
- Write and manage district library grants, and other grants as assigned
- Perform circulation and privileges functions such as charging, discharging, managing holds and reserves, accepting payment of library fines, and issuing/updating library cards (for access and borrowing) according to established policies and procedures
- Assist patrons with access problems, route problems to supervisor
- May staff the library entry desk, performing bag check and basic circulation tasks
- Receive and prepare new acquisitions and notify patrons of availability
- Prepare items for shipment to commercial bindery
- Receive and process items from/to auxiliary libraries

Qualifications for library media specialist

- Vast knowledge of and deep passion for children's and young adult literature
- Experience designing and implementing curriculum that is informed by a deep knowledge of both child literacy and child development

learning

- Proven collaborator with a history of working closely with a variety of colleagues
- Expertise with project-based learning and educational technology
- Strong working knowledge of Adobe Creative Cloud, with particular strength in at least one specific area, video editing, audio editing, graphic design