

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: FILM LIBRARY MANAGER

TITLE #: 1281

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for management of the operation of the Film Library at Orange-Ulster BOCES. The incumbent supervises staff assigned to the Library and actively participates in all aspects of the work. Work is performed under the general supervision of the Director, Curricular Services in accordance with established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises staff and operation of the Film Library including shipping, check in and inspection of resources, monitoring the computer scheduling system, managing the Equipment Loan program and coordinating the courier schedule;

Maintains catalog and inventory databases;

Gathers and prepares data for library cataloging (i.e. copyright year, recommended grade level, edit or create annotations for each program;

Creates and maintains school district, school building, teacher and calendar files for computer resource scheduling;

Maintains records of resource lease agreements, video duplication agreements;

Oversees approved budget;

Monitors media preview system;

Maintains petty cash and expenditure records;

Maintains department attendance records;

Completes purchase orders and direct payment claim forms;

Participates in all aspects of the film library including typing, laminating, operating video duplicating equipment, data entry, generating various computer lists.

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FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of office management practices, procedures and equipment; good knowledge of data entry and word processing software; working knowledge of account-keeping and record-keeping practices; skill in the use of computers; ability to keyboard at the rate of 35 words per minute; ability to plan and supervise the work of others; thoroughness; clerical aptitude; organizational ability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of office clerical experience which shall have included data entry and word processing.

NOTE: A keyboarding test to show proficiency at 35 words per minute will be required.

ADOPTED: 8/6/99