

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Manager, Media Center

Date Prepared: 06/2005

FLSA Status: Exempt

Authorized Location:
District Level Only

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

263A	Instructional Media	Supervise or participate in the selection, development, and coordination of the use of books and instructional media.
262	Cataloging	Order, distribute, and catalog library books, videotapes and other media resources.
270	Library Assistance	Provide professional assistance to students, faculty, and others in using the library. Conduct orientations.
268	Library Support	Assist libraries regarding curriculum, contents, procedures, and/or cataloging.
277	Audiovisual Development	Design and develop slides, overheads, and/or other audiovisual materials.
565	Publications	Write, edit, and produce brochures, catalogs, newsletters, reports, personnel/general bulletins, or specialized publications.
006	Long-Range Planning	Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district.
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
322A	Budget Monitoring – Department/School	Monitor expenditures and adjust school/department budgets, as needed.
074	Develop Administrative Procedure and Practices	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve implementation of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.

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Activity Name (Continued)

278	Audiovisual Support	Collect, store, and distribute audiovisual equipment, films, filmstrips, and related materials.
276	Audiovisual Equipment Operation	Operate audiovisual equipment.
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
755	In-Service Training	Participates in appropriate in service training.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with three years related experience; or A.A. Degree with five years related experience; or High School diploma or equivalent with seven years related experience
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.
Effective Date:	7/12/2005