

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

DISTRIBUTOR - I.M.C

Works under general supervision to operate a district vehicle in delivering and picking up I.M.C. material. Inspects, maintains, and splices films as required.

DUTIES AND RESPONSIBILITIES

1. Safely operates a district vehicle on scheduled routes to transport Instructional Media Center material to and from requesting school source. Loads and unloads material as required.
2. Maintains film library by shelving film, and inspects and repairs damaged film. Fills requests for A/V materials by pulling materials from inventory and matching to items requested by requisitioning source.
3. Operates audiotape duplicator to make additional audio copies of tapes. Labels film cans, repairs delivery carriers.
4. As required, fills in on mail runs.
5. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS

Education: No special education attainment required. Must possess a valid class "2" California Driver's License.

Experience: Requires previous safe-driving record plus job training or on work related to job training; the total is normally in excess of three months but seldom in excess of one year.

060771 -- Labor Grade 6, Salary Range 34 -- DISTRIBUTOR - I.M.C.

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