



REVISED: 07/01/2019
Submitted: 06/11/2019

JOB TITLE:	CLERK SCHOOL LIBRARY MEDIA CENTER PART-TIME
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8330
BARGAINING UNIT:	CLAD

SCOPE OF RESPONSIBILITIES

Has general responsibility for assisting the school media librarian put into effect the Library Media Center program, primarily in the area of clerical, manual or technology-based library media center routines, or the application of procedures within specific guidelines. Instructions for daily operations are provided by the school media librarian. The clerk's public (i.e., staff, student, and visitor) contacts are of a relatively factual or directional nature.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists the school media librarian in the over-all operation of the Library Media Center

Operates computers and stand-alone microcomputers

Assists users as necessary in identifying and retrieving information

Follows established routines and procedures to ensure proper organization and maintenance of materials, equipment and supply distribution

Assists in maintaining a current and accurate system associated with the inventory, ordering, receiving and distribution of Library Media Center materials and supplies

Word processes bibliographies and overdue lists

Repairs and mends library materials

Performs a variety of support functions, including answering the telephone, updating manuals and maintaining files and reports

Maintains library collections for ease of use and shelves books and materials

Completes all trainings and other compliance requirements as assignment by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, crawling, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Word processing/keyboarding skills

Knowledge of office practices, especially word processing, filing

Ability to operate audiovisual equipment and computer software systems

Effective communication skills

DESIRABLE QUALIFICATIONS

Excellent verbal and written communication skills

Ability to work flexible hours

Experience in a diverse workplace