



NEW: Submitted:  
08/07/2019 08/06/2019

JOB TITLE:	CLERK SCHOOL LIBRARY MEDIA CENTER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8332
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES
Performs a variety of support functions that assists the school media librarian in implementing an effective library media center program. Work involves routine circulation, resource maintenance, clerical functions, demonstration of effective oral and written communication skills, and use of digital tools

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Assists the school media librarian in the overall operation of the Library Media Center
Uses library automation system to circulate materials, do searches, and produce and distribute reports.
Maintains library for ease of use and accurately shelves materials according to established practices and in a timely manner
Provides assistance with individual, small, and large-group instruction
Contributes to a positive climate and culture via face to face, phone, and/or digital communications
Assists users in identifying and retrieving information
Assists with inventory, ordering, receiving, repairing, and maintaining library resources
Demonstrates proficiency with a variety of digital devices, programs, and applications
Operates and maintains equipment and devices
Completes all trainings and other compliance requirements as assignment by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work requires the use of hands for simple grasping, fine manipulations, and repetitive hand movements. 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.
Knowledge of standard library and office practices
Keyboarding skills and ability to operate a variety of office equipment, digital devices, programs, and applications
Ability to operate audiovisual equipment and computer software systems
Effective written, oral and digital communication skills

DESIRABLE QUALIFICATIONS
Familiarity with online catalog, electronic database, internet searching and library automation software
Demonstrated strong interpersonal skills
Good decision making skills and efficient time management

Experience in a diverse workplace