



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