

DISTRICT LIBRARY/MEDIA ASSISTANT

Purpose Statement

The job of District Library/Media Assistant was established for the purpose/s of providing a variety of support to the assigned administrator and department; performing a variety of clerical and technical duties that support the district's libraries, library associates; establishing and maintaining library/media records; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

This job reports to Assistant Superintendent, Curriculum and Instruction.

Essential Functions

- Acts as a liaison between Library Associates and Assistant Superintendent for the purpose of facilitating department communication.
- Communicates with outside vendors and technical support personnel (e.g. pricing, delivery dates) for the purpose of ensuring delivery of items ordered and proper functioning of the electronic catalog system.
- Compiles data and prepares and maintains a variety of manual and electronic documents (e.g. inventories, budget reports, specialized reports, audio-visual overdue notices, etc.) for the purpose of providing up to date information.
- Estimates each school site's needs for instructional materials; processes, inventories, and distributes state adopted textbooks and supporting materials for the purpose of ensuring sufficiency of instructional materials for students and staff.
- Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains an inventory of supplies and materials (e.g. videos, book processing materials, office supplies, etc.) for the purpose of ensuring availability.
- Maintains the electronic catalog records and exports records to school sites for the purpose of providing students and staff with required materials.
- Orders periodicals; renews subscriptions as needed; follows up with issues throughout the duration of the subscription for the purpose of providing students and staff with current materials.
- Participates in in-service training and workshops as required, and may facilitate department meetings for the purpose of conveying and/or gathering information required to perform functions efficiently and effectively.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Processes purchase orders and sees them through to completion for the purpose of providing students and staff with required materials.
- Receives, inventories, processes, catalogues, and distributes library books, audio-visual materials, and equipment (e.g. barcoding, labeling, covering all new and donated library books) for the purpose of providing students and staff with required materials.
- Responds to inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Substitutes for Library Associates when needed and based upon availability for the purpose of ensuring the efficient and effective functioning of the library program.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; and school library procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; working in multiple locations (by assignment).

Responsibility

Responsibilities include: working independently using standardized procedures; providing information and/or advising others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 55% sitting, 15% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Equivalency Previous job-related experience; Associates Degree desired.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

N/A

Certificates & Licenses

Valid Driver's License & Evidence of Insurability

Clearances

TB Test

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

10-21-09

Salary Grade

Classified 13