

JOB TITLE: LIBRARY MEDIA CLERK

BASIC FUNCTION

Under supervision at the elementary, middle or high school level, to perform clerical functions related to the operation of the media center and the acquisition, processing, cataloging, storage, circulation, and recovery of textbooks, library and reference books, and a variety of other instructional materials and media; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assists in the receipt, processing of textbooks, library books, periodicals, instructional materials, and media
- Participates in maintaining an automated circulation and distribution system
- Aids in preparing and maintaining a variety of files and records, including shelf and storage lists and records, catalogue cards, and other files and records
- Assists in collecting and circulating textbooks, library books, periodicals, and instructional media
- Assists in locating materials for classroom use; may assist students in locating materials pertaining to specific subject matter areas
- Assists in monitoring student behavior
- May provide direction and assistance to student library assistants and parent volunteers
- May assist in developing interest center displays
- Performs a variety of functions in maintaining a neat and orderly library media center environment
- May assist in the preparation of requisitions and orders for textbooks, library books and instructional materials
- May repair and mend damaged books and other instructional material
- Prepares book cards, book lists, bibliographies, memoranda, and other similar material using both manual and automated processes
- May maintain simple cash receipts records
- Assists in the library inventory process
- Helps coordinate and schedule the use of materials, the media center, computer lab and A.V. equipment
- Assists in activities related to the selection of library books, media and periodicals
- Receives and processes damaged and obsolete textbooks, library collection books, and media
- Participates in the billing and repayment for lost or damaged items

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Knowledge of:

- Library terminology and standard library practices, including a working knowledge of library classification and research systems and procedures
- Organizational methods and procedures, and employees motivations strategies and techniques
- Operation, use and routine maintenance of audio visual equipment
- Modern office methods, practices, and equipment, including micro-computers and computer

terminals

- English usage, spelling, grammar, and punctuation
- Library media center classification systems
- Basic arithmetical concepts
- Student behavior management strategies and techniques
- Standard library reference sources, books, and other library related materials

- Ability to:
- Perform library clerical functions, including circulation and distribution functions
- Maintain a variety of records and filing systems pertaining to a library media center
- Utilize a variety of reference resource guides
- Type at a net correct speed of 30 WPM
- Communicate effectively in oral and written form
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Learn the use of new technology and materials
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, students and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One (1) year of clerical experience in a library or instructional materials center.

Education:

Equivalent to the completion of High School, supplemented by coursework or training in library or general clerical areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a First Aid Certificate issued by the American Red Cross