

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: LIBRARY MEDIA ASSISTANT

DEPARTMENT: STUDENT SERVICES

REPORTS TO: PRINCIPAL

DEFINITION:

Under general supervision, to perform clerical functions related to the acquisition, processing, cataloging, storage, circulation of library and reference books, and a variety of other instructional materials and media, including textbooks; and to do other related work as required. May assist with the supervision of students. Uses and assists students in the use of new technologies, such as CD-ROM, the Internet and library and all other media.

EXAMPLES OF DUTIES:

- Assists in the receipt and processing of library books, periodicals, instructional materials, and media, including textbooks.
- 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, and other files and records.
- Assists in collecting and circulating library books, periodicals, instructional media and textbooks.
- Assists in locating materials for classroom use; may assist students in locating materials that pertain 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 library books, instructional materials, and other media materials.
- May repair and mend damaged books and other instructional material.
- May maintain simple cash receipts records.
- Assists in the library inventory process.
- Assists in the collection and cataloging of library materials.
- Prepares new materials for use by classifying them by subject matter.
- Processes books and media materials into circulation system in a way that users can easily find them.

QUALIFICATIONS

KNOWLEDGE OF:

- Modern office methods, practices, and equipment, including computers, copying machine and computer printers.
- 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.
- May require the ability to have an accurate keyboarding rate of 40 WPM.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Operate computer systems including needed updating.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects of this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves walking and standing most of the time, but will involve sitting for brief periods.
- Perceiving the nature of sound, near and far visual acuity, depth perception imparting oral information, the manual dexterity to operate business related equipment, and manipulate various materials and objects are important aspects of this job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Five years of varied and responsible level of clerical experience in a library or instructional materials center, including use and operation of computers and educational technology.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library clerical and general clerical areas or computers and educational technology.

LICENSE REQUIREMENT

- May require a keyboarding certificate (40 WPM) depending on assignment.