

Escondido Union High School District Job Description

Job Title: Library Clerk
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Non-exempt
Salary Level: 20
Approved By: Board of Education
Approved Date: 12/07/2010; revised 11/01/2011

NATURE OF WORK

Under direction, provide library services and assistance in the high school media center; maintain textbook inventory and related records; check books and materials in and out at the circulation desk and shelve library materials; assist students and staff in the selection of library materials; assure students and teachers have access to library materials for classes, assignments, and recreational reading; provide library skills and orientation; train, orient and provide work direction to student workers. **The Library Clerk will work in collaboration with the Library Media Technician and receive direction from the Library Media Technician to provide services and assistance.**

ESSENTIAL DUTIES include the following. Other duties may be assigned.

Perform a variety of responsible library clerical duties in a secondary school library.

Assist in the receipt, processing, circulation, distribution, inventory and cataloging of textbooks, other books and non-book library media materials.

Check books, periodicals, pamphlets, films, videos, cassettes, audio-visual equipment and other media materials in and out.

Provide instructional assistance to students in locating resources, performing research and operating automated library equipment.

Receive, process and catalog as needed a variety of library materials; label, identify, cover, copy mend and repair books and other media materials.

Create and maintain computer accounts for students including changing passwords and filing ethical use contracts.

Maintain drop list of all exiting students, generating textbook/library bills as necessary.

Process photo ID cards for staff and students.

Schedule and assist with supervision of library and computer lab ~~for classes.~~

Provide work direction and guidance to student aides.

Prepare, and distribute a variety of materials related to library operations including lists, notices, correspondence, records and other library materials.

Operate standard office machines and library equipment including computer, copier, microfiche reader and typewriter.

Operate audio-visual equipment including video cassette recorders, projectors and recorders.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years of general clerical experience, one of which is preferably in a school or library setting.

KNOWLEDGE AND ABILITIES:

Library practices, procedures and terminology; library reference materials and resources; cataloging rules and standards; modern office practices, procedures and equipment; operation of a computer and assigned software; record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform a variety of technical clerical functions in support of a high school library including the circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment; assist students, staff and others in locating and utilizing library and media materials; maintain library in a neat and orderly condition; communicate effectively both orally and in writing; operate a computer and other office equipment; maintain records and prepare reports; establish and maintain cooperative and effective working relationships with others.

CERTIFICATES, LICENCES, REGISTRATIONS

Keyboarding certificate verifying 50 net words per minute.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee frequently is required to walk; sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMMENTS

Individuals assigned to Library Clerk positions must be professional in appearance and demeanor, and must be able to work with students, demonstrating a helpful, respectful relationship.