

AMADOR COUNTY UNIFIED SCHOOL DISTRICT
LIBRARY-MEDIA CLERK

DEFINITION

Under general supervision, to be responsible for general and specialized clerical functions of a high school library; to assist students in the library; to perform a variety of library duties; to assign and supervise the work of Library Clerks in the library; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class perform library clerical work in the operation of a high school library. Incumbents order, process and enter material into the collection. Incumbents assist teachers in orienting students to the library and perform a wide range of reference work utilizing standard reference materials. Allocation of positions in this class reflects a moderate degree of independence, initiative and decision making. Some positions in this class specialize in specific services of the library such as career information, media distribution and textbook control. In each position, there is considerable interaction between incumbents and high school students, demanding of incumbents the ability to monitor and control student behavior while in the library. No one position is expected to perform all of the duties listed herein.

EXAMPLES OF DUTIES

- Prepares library for use by arranging books and furniture, constructing bulletin board displays and labeling book shelves;
- Confers with supervisor to establish schedule for library use;
- Trains and directs student assistants in the performance of various duties in the library;
- Instructs students in use of reference materials and assists students in location and selection of books for general reading and reference purposes;
- Maintains student discipline in the library;
- Compiles bibliographies;
- Checks materials in and out of the library;
- Records daily and reports monthly the circulation figures to District office;
- Shelves and straightens library materials;
- Prepares periodicals, pamphlets and books for circulation;
- Mends and repairs books;
- Maintains card catalogs and shelf lists;
- Types schedules, lists, notices, letters, cards, spines, pockets, forms and other items;
- Distributes lists and notices of overdue materials to teachers, students and parents;
- Collects money for lost or damaged books;
- Flags missing books and resolves circulation discrepancies in library materials;
- Identifies damaged and out-of-date materials;
- Reconciles card catalog, master file and shelf list with library collection;
- Researches and identifies library needs and recommends purchases;
- Types book order forms;
- Checks invoices and purchase orders and unpacks boxes of books;
- Distributes, stores, inventories, inspects, repairs, purchases and collects textbooks;
- Matches return of textbooks with check-out cards;

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- Informs supervisor of students who have not returned textbooks;
- Orders new textbooks as directed;
- Distributes, stores, inventories, inspects and repairs media materials and equipment including television monitors, VCR's, 16 mm motion picture projectors, film projectors, overhead projectors and other related equipment;
- Maintains specialized information for reference by students;
- Enters and retrieves information from a computer terminal;
- Administers interest inventory tests;
- Organizes special events of interest to students;
- Arranges for special speakers to visit library;
- Composes correspondence;
- Performs related work as required.

LICENSE REQUIRED

Possession of valid and appropriate California Driver's License, may be required of some positions.

QUALIFICATIONS

Knowledge of:

Modern office methods and procedures;
Filing methods, record keeping and standard office equipment operation;
Dewey Decimal System, Sears Subject Headings and American Library Association filing rules;
Computer terminal operating techniques;
Data processing as it applies to career centers and libraries;
Proper English usage, grammar, spelling and punctuation;
Basic math;
Behavior of children and adolescents;
Common public relations courtesies, practices and techniques.

Ability to:

Organize and maintain the books and media materials within a high school library;
Operate a computer terminal;
Operate a typewriter at a speed of 20 WPM or more;
Operate audiovisual equipment;
Learn to operate standard office equipment;
Train and direct students;
Understand the needs of students and possess a genuine liking for adolescent students;
Learn pertinent procedures and functions quickly and apply them without immediate supervision;
Maintain files and records of average complexity;
Operate a vehicle observing legal and defensive driving practices (may be required);

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Understand and carry out oral and written instructions;
Establish and maintain effective working relationships with those contacted in the
course of work.

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is para-professional-level experience performing moderately difficult library clerical work;

and

Completion of coursework in library science or a closely related field;

or

Experience at or equivalent to the level of Library Clerk in the Amador County Unified School District, from which the incumbent has acquired the knowledge and abilities listed above.

PHYSICAL DEMANDS AND WORKING CONDITIONS

This position requires the prospective employee to pass a pre-employment physical.

Physical Requirements

1. Employee lifts/carries 60 pounds occasionally (less than 33% of the time)
2. Employee lifts/carries 30 pounds frequently (34-66% of the time)
3. Employee lifts/carries 10 pounds constantly (67-100% of the time)
4. Employee's position requires pushing a maximum force of 71.4 on objects.
5. Employee's position requires pulling a maximum force of 71.4 on objects.

Mobility:

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Vision:

Positions in this class require vision (which may be corrected) to read small print.

SALARY LEVEL

Range 16 of the ACUSD Classified Salary Schedule.