

Oak Grove School District

JOB TITLE: **MEDIA CLERK**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform a wide variety of clerical, typing, record keeping, and routine administrative functions including processing and distributing library books to District schools and other sites and maintaining related records as required. Employees in this classification receive general supervision from a program administrator or his/her designate within a well-defined framework of policies and procedures. This job class exercises responsibility for the acquisition, cataloging, distribution, and inventory of library books and the successful coordination of a variety of tasks and details from the initiation of a relevant procedure to its completion

TYPICAL DUTIES

- Processes and catalogs all library books for distribution to elementary and intermediate libraries
- Reviews outgoing and incoming orders checking against purchase requisitions including verification of calculation.
- Checks each school's automated/online catalog merging records when necessary
- Prepares books for distribution
- Performs basic typing duties
- Provides library clerks with technical software support for automated/online library system. Sets access levels and permissions. Communicates with Information Systems Department concerning library software issues and hardware issues as needed
- Prepares library clerks and substitutes in the proper library methods, techniques, and automated/online software program
- Provides assistance in facilitating library clerk meetings including: reserving the room, ordering food, setting agenda, and materials preparations, etc.
- Collects money for lost library books: to include generating receipts, maintaining records, preparing deposits and forwarding to accounts payable
- Assists in the development of library related forms and worksheets
- Orders, stores, and issues supplies and materials pertinent to Library Services; inventorying stock on hand periodically
- Processes donations of gift books according to District procedures
- Performs related duties as required

MINIMUM QUALIFICATIONS

- Knowledge of proper record keeping methods and techniques
- Knowledge of proper inventory methods and procedures
- Knowledge and skill to safely utilize standard office equipment and computers
- Skill to understand and carry out both oral and written instructions in an independent manner
- Knowledge of the school library and the organizational skills to maintain it
- Skill to learn standard library terminology and methods including the Dewey Decimal System

- Skill to perform basic mathematical skills including addition, subtraction, multiplication, and division
- Skill to communicate effectively in both oral and written forms
- Skill to type accurately at a rate required for successful job performance
- Skill to maintain inventory, work records, automated/online catalog, and files Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Skill to make decisions and take appropriate actions regarding routine procedural matters without immediate supervision