BUENA PARK SCHOOL DISTRICT

LIBRARY MEDIA CLERK

DEFINITION:

Under general supervision of the school principal, to independently perform clerical and technical functions related to the distribution management, acquisition, processing, cataloguing, storage, circulation, maintenance, and recovery of library digital media and reference books, a variety of other instructional materials; computer work; assist students and staff in learning to use the library, computers, and other digital devices and content; and to do other related work as required.

EXAMPLES OF DUTIES:

Receives and processes digital media, physical books, periodicals, instructional resources; maintains circulation and distribution records; orients students to library functions, uses, and facilities; prepares and maintains a variety of file and record systems, including shelf and storage lists and records, index systems, database management, and other files and records; assists in collecting and circulating digital books, periodicals and instructional media; assists in locating resources for classroom use; may assist students in locating resources pertaining to specific subject matter areas; assists in monitoring student behavior; lifts, transports, arranges, shelves, boxes and packages, books and instructional materials; provides direction and assistance to student library assistants and parent volunteers; maintains an environment that will stimulate student interest in reading, reference, and research activities; maintains the library calendar and scheduling; performs minor housekeeping functions in maintaining a neat, orderly, and safe library media center environment; previews material; assists in the preparation of requisitions and orders for books and instructional materials; repairs and mends damaged books and other instructional materials; types book cards, book lists, bibliographies, memoranda, and other similar material; prepares overdue or lost notices; may maintain simple cash receipts records for overdue, damaged, or lost books; conducts inventories of library resources and weeds collection of outdated resources; maintains appropriate records; assists students and staff with library and computer skills.

QUALIFICATIONS:

Knowledge of:

Modern office methods, practices and equipment; English usage, spelling, grammar and punctuation; library media center classification systems, practices, procedures, and terminology; internet research practice; basic arithmetical concepts; student behavior management strategies and techniques; standard library reference sources, books and other library related materials; and current technology, software applications, and computer operation.

Ability to:

Ability to perform the essential functions of the job with or without reasonable accommodation; perform library clerical functions, including circulation and cataloguing functions; maintain a variety of records and filing systems pertaining to a library media center; utilize a variety of reference resource guides; use and teach a variety of digital readers, resources, and applications; type at a net corrected speed of 40 words per minute; communicate effectively in oral and written form; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

EXPERIENCE:

One year of clerical experience, preferably including some experience in a library, instructional materials center, or media center and familiarity with database management systems and digital media resource tools and applications.

EDUCATION:
Equivalent to the completion of the twelfth grade, supplemented by course work or training in library clerical or general clerical areas.

CERTIFICATE REQUIREMENT:
Must obtain within six (6) months of employment a first aid certificate issued by the American Red Cross.

Revised: June 9, 2014