

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Library/Media Assistant I	Reports to:	Program Administrator/Supervisor
Job Category:	Library/Media	Classification Unit:	Classified
Board Approval:	5/21/2020 7/27/2021 Range Adjustment	Current Salary Grade:	14
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of the Program Administrator/Supervisor, perform a variety of clerical library/media functions at an assigned school site related to the collection, processing, circulation, maintenance and inventory of library books and materials; assist students and staff in utilizing library resources.

ESSENTIAL FUNCTIONS:

- Perform a variety of library duties involved in the acquisition, circulation, maintenance, cataloging, storage, and distribution of library books, and materials.
- Check in/out library books, audio-visual materials and import new book records.
- Provide instructions to students and teachers in the proper methods of utilizing library materials and computers.
- Assist students, teachers, and other personnel with researching materials that support the demands of a diverse curriculum and provide students with the assistance and instructions to select materials for their reading enjoyment.
- Plan and prepare activities, displays, and bulletin boards to encourage the use of library resources in order to promote literacy.
- Monitor students visiting the library and maintain acceptable student behavior.
- Maintain library in a clean, neat and orderly condition; maintain library through the use of proper shelving techniques such as the Dewey Decimal System.
- Maintain existing library collection; select and order new books, mend damaged books, conduct library inventory, and perform ongoing weeding of obsolete material according to established procedures; process new books and prepare labels, affix bar codes, input related information into assigned computer system, cover book jackets, and affix security strips.
- Orients students and staff (e.g. on-line systems, research, use of computers, classification system, care of materials) to instruct them on the proper use of the library resources.
- Assist with the coordination ~~and~~ inventory of instructional materials.
- Assists in coordinating the collection of obsolete materials.
- Prepare and maintain a variety of records related to library books, and patron usage.
- Process notices of missing or damaged books; track overdue materials, prepare overdue lists and notices; receive monies and prepare receipts for lost/damaged library books and instructional materials.
- Communicate with staff, students, and outside contacts to exchange information, coordinate activities and resolve issues; respond to inquiries from parents, students, teachers, staff, and vendors as appropriate.
- Operate a variety of library and standard office equipment including a copier, fax machine,

computer, printer, assigned software, assigned media devices, and assigned audio/visual equipment.

- Attend meetings related to assigned activities as required.
- Maintain assigned calendars related to the library as required.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Modern office practices, procedures and equipment.
- Basic library methods, practices and terminology.
- Basic reference and cataloging techniques.
- Dewey decimal system.
- Age appropriate instructional materials and activities.
- Classic and contemporary literature.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and materials at an assigned school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
- Monitor and maintain acceptable student behavior in the library
- Operate a variety of job-related equipment including a copier, fax machine, computer, printer, assigned software, assigned media devices, and assigned audio-visual equipment.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Complete work with many interruptions.
- Perform basic math, including calculations using fractions, percentages, and/or ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Job-related experience is required.

Required licenses, certificates, continuing education, training and other requirements:

- N/A

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor/Library work environment. Fast-paced environment with changing priorities.

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.

- Significant lifting, carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 30% sitting, 35% walking, and 35% standing.

Hazards:

- N/A

OTHER:

Required Testing:

- Pre-employment Test

Clearances:

- Criminal Justice/Fingerprint Clearance
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.