

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Library/Media Assistant II	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:	16
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

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

ESSENTIAL FUNCTIONS:

- Assist with 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; encourage the use of library resources in order to promote literacy.
- Assist with instructing students and teachers in proper methods of utilizing library materials, computers, and printers; assist students, teachers, and other personnel with researching materials.
- Monitor students visiting the library and maintain acceptable student behavior.
- Maintain library in a clean, neat, and orderly condition; maintain a library organization through the use of proper shelving techniques such as the Dewey Decimal System.
- Assist with maintaining existing library collection; process new books, mend damaged books, and conduct library inventory as directed; perform ongoing weeding of obsolete material; assist with submitting orders for supplies and materials according to established procedures.
- Assist with preparing materials for introduction into the library collection: prepare labels, affix identification and bar code label materials, input related information into assigned computer system, cover book jackets, and affix security strips.
- Process notices of missing or damaged books; assist with preparing overdue lists and notices; track overdue materials; receive monies and prepare receipts for lost/damaged library books and materials.
- Assist with inventory duties for library books, equipment, and materials; document losses and maintaining availability of materials; assist with selecting and ordering library books and materials.
- Prepare and maintain a variety of records related to library books, materials, student information, and inventory; maintain reports related to patron usage; establish and maintain filing systems.
- Communicate with staff, students, and outside contacts to exchange information, coordinate activities, and resolve issues or concerns; responds to inquiries from parents, students, teachers, staff, and vendors as appropriate.
- Assist with the coordination and inventory, and distribution of instructional materials.
- Operate a variety of library and standard office equipment including a copier, fax machine, computer, assigned software, and assigned audio-visual equipment; assist students with printing

- and train students on printer operation and usage.
- Plan and prepare displays and bulletin boards to promote library material use and provide enrichment.
- Maintain assigned calendars related to the library, labs, and conference rooms 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.
- Basic instructional methods and techniques.
- Dewey decimal system.
- Age appropriate instructional materials and activities.
- 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, 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.