

# WISEBURN UNIFIED SCHOOL DISTRICT

## LIBRARY/MEDIA CENTER CLERK

### DEFINITION:

Under general supervision, to perform a wide variety of library clerical work in the circulation, processing, and operation of a school library/media center; to assist students and instructors in the use of a school library; and to do other related work as required.

**REPORTS TO:** School Principal or designee

**DISTINGUISHING CHARACTERISTICS:** N/A

### EXAMPLES OF DUTIES:

- Assists students in the use of library catalogs, and in locating books and materials. E
- Assists instructors by pulling books, pamphlets, and other library materials for use in classroom or special area of the library. E
- Charges and discharges books and other media and equipment. E.
- Processes books and materials for circulation. E
- Processes new books and media. E
- Sorts and shelves books. E
- Orders and processes orders for new books and magazines.. E
- Removes obsolete materials (books, etc.) from library collection. E
- Inspects shipments for conformance with orders, and processes books for circulation. E
- Mends old or damaged books. E
- Checks and dusts shelves and bookcases. E
- Prepares and types lists of past due books, and if necessary informs parents. E
- Receives and receipts money for lost books and forwards to Business Office. E
- Arranges displays and exhibits in school library. E
- Reads or tells stories to classes; teach library behavior and skills. E
- Works with computer clerk to plan for classes. E
- Maintains order and discipline among students using the library. E
- May plan and operate book fairs and fundraisers; researching and buying new books and media.
- May process and manage inventory, distribution, and collection of textbooks.
- Manage and assist in a variety of reading fluency software and programs, assessments, and leveling of books.
- Performs other related duties as required.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Dewey Decimal Classification System and library terminology and procedures.
- English usage, spelling, grammar, and punctuation.
- Standard library reference sources and audio-visual library equipment. Computers

- Record keeping techniques.
- A second language.

**Ability to:**

- Ability to use a variety of software programs and databases to maintain records and generate reports including word processing, spreadsheets, etc.
- Perform general clerical and subprofessional library work.
- Maintain order and discipline among students using the library.
- Type at a speed of 50 words per minute from clear copy.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Speak and write in Spanish.

**Experience:**

One year of general clerical experience preferably which included work performing subprofessional library duties similar to those described above.

**Education and/or Licensure:**

A high school diploma or its equivalent.

**WORKING CONDITIONS:**

**Environment:**

School library or classroom environment

**Physical Abilities:**

<b>Vision (which may be corrected)</b>	to read small print and maintain records
<b>Hearing (Which may be corrected)</b>	to communicate with students, staff, and parents, and to talk on phone
<b>Speech</b>	to communicate with staff, students, and parents
<b>Dexterity of hands and fingers</b>	to operate standard library equipment
<b>Sitting for prolonged periods of time</b>	to perform required secretarial duties
<b>Standing for prolonged periods of time</b>	to perform library duties and shelve books
<b>Bending at waist</b>	to pick up and move AV equipment and to shelve books and materials
<b>Strength</b>	to lift, push, pull and/or carry objects which may weigh as much as 25 lbs. on a regular basis