

LIBRARY PARAPROFESSIONAL III – HIGH SCHOOL

DEFINITION

Under general supervision, lead and perform a variety of specialized library/textbook and clerical functions. Responsible for library technical services pertaining to the acquisition, processing, and circulation of library media. Assist in patron services, including student supervision, student use of the internet and multiple software programs, inquiries regarding library collection, and on-line cataloging; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform specialized and technical library functions involving a variety of materials; have a thorough familiarity with cataloging and library terminology; receive, review, and verify all acquisitions; may contact vendors regarding products, purchase orders, or technical services; prepare for circulation all media creating a database, assigning barcode numbers and Dewey classification, creating Marc records and other processing necessary to produce shelf-ready materials; may coordinate library media personnel in the performance of a variety of library media functions; train and direct students in work related to library operations; supervise the receipt and processing of large periodical collection; responsible for the financial records of library, ordering supplies, and maintaining on all library acquisitions; collect fines and reconcile funds for district deposit; maintain a petty cash account; investigate and report problems concerning equipment used and facilities in the library; assist and monitor a large volume of students using library and computers; assist students in use of the internet and multiple software programs including on-line library programs and in general use of library collection; communicate effectively with students and staff; may assist in the distribution and collection of textbooks; coordinate distribution of textbooks with department chairs.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Library terminology and standard library practices, including a working knowledge of library classification systems;
Standard office practices, procedures, techniques equipment, and computers;
Working knowledge of various software programs;
Appropriate English usage, spelling, grammar and punctuation;
Policies, rules, and regulations pertaining to the acquisition, processing, circulation and distribution of library and textbook materials;
Basic methods of working effectively with students;
General needs of patrons using library materials.

Ability to:

Understand and carry out oral and written directions;
Work independently coordinating business functions of library;
Perform responsible library media clerical functions with speed and accuracy;
Plan, organize and develop clear, concise reports;
Maintain a variety of records and filing systems related to a library media center;
Work with a wide variety of books, subject, and author files;
Lead and coordinate work of others;

Ability to (continued):

Effectively receive, process, and prepare for circulation various library media;
Listen to and respond effectively to needs of students and staff;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to completion of twelfth grade, supplemented by course work and/or training in library science and clerical procedures.

Experience:

Two years of responsible clerical experience involving a variety of library functions. One year of experience in patron oriented service.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

Skills:

Type at a rate of 40 words per minute from clear, legible copy; proficient operation of data processing equipment.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work involves some pushing and pulling of objects weighing up to 100 pounds, with lifting of 50 pounds; physical dexterity in limbs and digits necessary to perform duties; ability to bend, stoop, grasp, and reach.

Pre-placement Physical: Class I