

LIBRARY PARAPROFESSIONAL II – DISTRICT

DEFINITION

Under general supervision, perform a variety of specialized clerical functions pertaining to the acquisition, processing, distribution and warehousing of textbooks, books, and a variety of other instructional materials and media; perform a variety of general library media/textbook clerical functions and computer related duties; and do other related work as required.

ESSENTIAL FUNCTIONS

Prepare books, textbooks and instructional materials/media; acquire instructional media and material in accordance with student enrollment data and budgetary allocations; receive and verify textbook and library media collections, and other instructional material and media shipments; inspect shipments for completeness and damage; may contact publisher and printing offices pertaining to shipment damage, discrepancy, or shipment dates; prepare orders and requisitions from selections made; may prepare and forward routine correspondence concerning matters not requiring the personal response of the supervisor; may assist with the display and review of new textbook adoptions and instructional materials/media; may assist in in-service training of library media personnel and other school staff; perform a variety of library clerical functions, including the processing of instructional materials and media, the development of catalog and card files, the preparation of materials and records concerning obsolete instructional material and media, the typing, filing and cataloguing of books/media and other similar functions; distribute textbooks and other materials/media in accordance with site requisitions and student enrollment figures; maintain a variety of inventory control records and participate in inventory review processes; receive, mend, process and shelve damaged and obsolete textbooks, library collection books and media; develop and maintain computer software files; operate computer media check out system; may assist staff and students in locating materials pertaining to specific subject matter areas.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Policies, rules and regulations pertaining to the acquisition, processing, circulation and distribution of textbooks and instructional materials and media;

Library terminology, technology, and standard library practices, including a working knowledge of library classification systems and computer technology;

Standard office practices, procedures, techniques, and equipment;

Correct English usage, spelling, grammar, and punctuation.

Ability to:

Perform responsible library media center clerical functions, including computerized circulation and cataloging functions, with speed and accuracy;

Maintain a variety of records and filing systems related to a library media center;

Work with a wide variety of books/media, subject and author files, and other library related materials;

Effectively assist in the receiving, processing, circulation, warehousing and distribution of textbooks and instructional material and media;

Lead and coordinate the work of others;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted during the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

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

EDUCATION AND EXPERIENCE

Education:

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

Experience:

Two years of responsible clerical experience, involving the processing of library or instructional materials.

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.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Pushing and/or pulling objects weighing up to 100 pounds and lifting up to 50 pounds; physical dexterity in limbs and digits necessary to perform duties; ability to bend, stoop, grasp and reach.

Pre-placement Physical: Class I

09/20