

POSITION: Secretary (Library)  
REPORTS TO: Library Media Specialist  
CAMPUS: Middle School/Library

#### PURPOSE

Under the direction and supervision of the Library Media Specialist, the Library Secretary main responsibilities is to provide wide variety of administrative, secretarial and clerical tasks necessary for the library to run effectively in order to give total support for library and school activities

#### QUALIFICATIONS, EXPERIENCES & ATTRIBUTES

- Bachelor's Degree holder preferably in Library or Administration
- Demonstrated fluency in written and spoken English
- Demonstrated experience using Microsoft Office (Word, Excel, and PowerPoint), Oracle, Windows, and MacOs.
- Knowledge of Modern Office Practices and Procedures, including filing systems and telephone techniques, letter and report writing, and office machines
- Outstanding personal communication skills, meets the parents, students, and staff, tactfully and courteously.
- Helpful, cooperative, eager to communicate and problem-solve
- Demonstrated ability to work collaboratively with others of various cultural backgrounds
- Demonstrated experience and comfort level with adolescents, especially in instructional settings
- Helps maintain a positive and friendly working atmosphere with others
- Demonstrated ability to identify, manage and initiate projects without direct supervision
- A clear commitment to Child Safeguarding, safety, service learning and environmental stewardship

#### DUTIES AND RESPONSIBILITIES

##### **1. Ordering Tasks**

- Creates and processes all library orders.
- Coordinates with the Purchasing Office.
- Checks on newly arrived materials and monitors non-received items.
- Ensures all orders are processed accurately and on time.
- Prepares a list of supplies and equipment orders.
- Checks stock and plans for the year ahead.

##### **2. Filing and Secretarial Tasks**

- Maintains patron files (e.g., lost/damaged books, returns, deposits).
- Keeps files up to date (e.g., petty cash vouchers, temporary bonds).
- Weeds out old files.
- Maintains and distributes publishers' catalogs to relevant departments.
- Conducts library business by phone (e.g., screening calls, taking messages, communicating with vendors).
- Ensures the filing system is neat and effective.

##### **3. Library Support**

- Assists the Library Media Specialist in updating book records.
- Assists in maintaining the library budget.
- Keeps accurate spreadsheets to prevent budget overruns.
- Maintains and processes all library periodicals and online subscriptions.
- Tracks expiration dates to ensure timely renewals.

**4. Student Interaction:**

- Assists in managing student behavior to maintain a positive and safe learning environment.
- Helps students locate books and retrieve information.
- Manages book checkouts and supervises the library.

**5. Staffing and Events:**

- Trains new staff and schedules desk duties.
- Ensures continuous supervision of the library.
- Organizes library events and coordinates group or vendor visits.

**6. Additional Responsibilities:**

- Engages in activities to enhance job competency.
- Embrace the JIS Learning Dispositions of Resilience, Resourcefulness, Relating, and Reflectiveness
- Perform other related duties and assume other responsibilities as assigned by the Library Media Specialist

**TO APPLY**

Please send your cover letter, resume, and 3-5 list of professional references to [recruitment@jisedu.or.id](mailto:recruitment@jisedu.or.id)