

## SECONDARY SCHOOL LIBRARY MEDIA ASSISTANT

### DEFINITION:

Under general direction, to perform routine sub-professional paraprofessional, and professional library work related to ordering, processing, distribution, maintenance, and storage of a wide variety of print and audio-visual materials and mobile devices/carts; to keep appropriate records, and do related work as required. Library assistants follow established procedures which have been developed by librarians; and assist students and teachers in the use of library facilities, equipment, and materials. In the absence of a certificated librarian, the library assistant is responsible for the supervision of the library, individually or in conjunction with co-workers.

### QUALIFICATIONS:

#### Education:

Equivalent to completion of the twelfth grade or equivalent to completion of minimum requirement for a Library Technician Certificate (21 semester units.)

Successful completion of the District Instructional Assistant Proficiency Test.

Successful completion of the District Computer Competency Test.

#### Experience:

Two years of increasingly responsible sub-professional library experience, including work in media acquisition, cataloging, reference, audio visual, and compilation of bibliographies.

#### Knowledge of:

Library terminology and standard library practices and techniques including library filing systems and the Dewey decimal system; the types and uses of media and the literature, publications, and the typical terminology related thereto; standard reference books and other reference and bibliographical tools.

#### Ability to:

Establish and maintain rapport with students on an individual basis or in groups; pursue work in an organized manner despite numerous interruptions; cope with the varied nature of the tasks in an expedient manner; catalogue and classify typical varieties of library media and locate appropriate media materials to fill the needs of students and staff members; keep accurate records and prepare reports from a variety of information including financial and statistical data, and lists of library media; operate standard office and library equipment; perform responsible clerical work accurately; type at a speed of 40 words per minute; understand and carry out oral and written instructions; establish and maintain cooperative working relationships with students staff and public.

### DISTINGUISHING CHARACTERISTICS:

Positions in this class are assigned to a secondary school. The duties require a practical knowledge of library terminology and standard library practices which can be gained by experience in library technical work or by specialized training. Incumbents are expected to perform a variety of library procedures and materials related technical tasks, demonstrate proficiency in the use of audio-visual and basic standard office equipment. They work under the general supervision of a professional librarian or a school or District administrator, and may supervise the work of clerical help, student workers, or volunteers.

### ESSENTIAL FUNCTIONS:

- Assists students and staff in becoming familiar with procedures, arrangement, location, and media in the library.
- Charges and discharges media and audio-visual materials including mobile devices/carts; handles over-due notices, and performs billing for lost materials.
- Types orders, receives, classifies, and catalogues library media and departmental related materials usually at discretion of librarian.
- Compiles circulation statistics and other library information.
- Performs bibliographic verification of recommendations for purchases.
- Utilizes and maintains software related to library systems including automated library circulation programs

- Distributes library related mail; maintains periodical check-in records and related correspondence.
- Performs miscellaneous typing, clerical work (some of which may involve the handling of money), and operates basic office equipment.
- Assists in the ordering and circulation of samples of new instructional materials for evaluation by certificated staff.
- Prepares exhibits, displays, and bulletin boards; maintains an orderly and appropriate library environment.

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.