

Position: District Media Secretary

Job Summary: Provides media support for staff and students through-procuring and processing library materials for all D90 school media centers. Maintains library database of materials and patron information; provides a wide range of office duties and prepares and processes various documents, including invoices, orders, requisitions, etc.

Qualifications:

1. Knowledge of databases, library automation systems, online library systems, and general knowledge of computer operations
2. Ability to communicate effectively with students, staff, parents, and community while projecting a positive image that enhances the library media center's mission.
3. Knowledge of basic secretarial proficiency, including records management, filing systems, communication skills and office technology procedures.
4. Basic knowledge of library functions, procedures, operations, and organization
5. Appropriate spelling and grammar knowledge
6. Minimum 30 college semester hours
7. Knowledgeable in copy cataloging and processing of library materials.

Reports to: District Media Specialist and Building Principal

Skills:

- Ability to write accurate reports and correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from students, faculty and staff.
- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret various instructions furnished in written, oral, diagram, or schedule form.
- Must have strong communication, computer, and interpersonal skills.
- Must be able to learn and utilize new software programs as systems are upgraded.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to perform several tasks simultaneously.
- Ability to speak clearly and concisely both in oral and written communication.
- While performing the duties of this job, the employee may frequently push or lift up to 75 lbs, such as boxes of books. The employee may also be required to lift and push moderately heavy loads of material and spend extended time in front of computer terminals.

Supervision: Supervises students in the media center as needed.

Evaluation: Evaluated annually by the building principal and District Media Specialist using the O'Fallon School District 90 Support Personnel Evaluation Form.

Responsibilities:

- Purchase, catalog, and process media materials for all schools within District 90, ensuring accuracy and timely distribution.
- Repair and maintain media collection materials as needed to extend their usability.
- Supervise, train, and provide ongoing support to media center volunteers to ensure smooth operations.
- Manage the check-in, check-out, shelving, and organization of media materials, maintaining an orderly and accessible collection.
- Maintain accurate district-wide media records and library patron data, including adding or deleting patrons, generating bills, and sending notices as needed.
- Organize and maintain essential files and records related to the media center.
- Foster positive public relations by interacting professionally with students, staff, and the community.
- Communicate effectively with building principals to address media center needs or concerns.
- Draft routine correspondence and other written materials, ensuring clear and professional communication.
- Distribute media materials to various school media centers across the district.
- Purchase, deliver, and manage the distribution of media materials to schools, ensuring resources are available when needed.
- Conduct annual inventory of media center collections across all district schools, ensuring accuracy and completeness.
- Assess supply needs for district media centers and requisition necessary materials and supplies in a timely manner.
- Manage the media budget account, track expenditures, and submit monthly reconciliation reports to the District office.
- Check-in all newly acquired materials, ensuring they are properly cataloged and processed.
- Attend required circulation training through the IHLS/SHARE partner library system to stay current on best practices and procedures.
- Use a personal vehicle to travel between schools for material transport or media center-related tasks, as necessary.
- Perform additional duties as assigned by the District Media Specialist, in consultation with the building principal.

Benefits:

- The O'Fallon Support Personnel Federation Collective Bargaining Agreement outlines the salary and benefits package.
- Professional development opportunities.
- Supportive and collaborative work environment.
- Opportunity to make a positive impact on the lives of students.