

OBSOLETE 2005

CHULA VISTA ELEMENTARY SCHOOL DISTRICT
84 EAST 'J' STREET, CHULA VISTA, CA 91910

CLASSIFIED JOB DESCRIPTION

INSTRUCTIONAL MEDIA CLERK

JOB SUMMARY:

Under general supervision, independently performs a variety of multimedia bookkeeping and statistical record keeping duties of moderate to complex difficulty. Orders, distributes and inventories textbooks district wide. Maintains budget ledgers for the Instructional Media Center (IMC) and school sites. Assists district personnel in IMC professional library, and related work.

ESSENTIAL JOB FUNCTIONS:

- Records account ledger for State Instructional Materials, lost textbook fund, and materials on loan.
- Maintains appointment book, warehouse inventory, and textbook inventory for Instructional Media Center and schools.
- Types/Word Processes delivery slips, catalog lists, and letters.
- Barcodes textbooks and all other Instructional Media Center materials.
- Assists staff in using Instructional Media Center professional library and oil grant teacher.
- Orders textbooks and instructional materials.
- Sends research files, overdue notices, professional materials and textbooks.
- Shelves instructional materials.
- Inventories textbooks and instructional materials.
- Communicates directions.
- Inputs MARC information.
- Schedules appointments for laminator and die cutter.

Other Job Functions:

- Distributes incoming mail.
- Demonstrates die cutter and laminator.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful experience with bookkeeping and statistical records including experience in a multimedia library or public library; experience using computers and software databases; experience in computerized library management system is highly desirable.
- Ability to maintain accurate inventory, bookkeeping and statistical records of moderate to complex difficulty for multiple locations; perform a variety of responsible multimedia tasks of moderate difficulty; understand and follow oral and written directions; communicate effectively with staff and the general public; type at 45 net words per minute; operate a variety of audiovisual and office equipment; utilize a computer and a wide variety of software programs.

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Page 2

- Knowledge of methods and practices used in bookkeeping and statistical record keeping; knowledge of modern media center practices and procedures; working knowledge of computers and terminology; knowledge of correct English usage, spelling, grammar and punctuation; use of card catalog, standard and computerized; knowledge of MARC record data.
- High school diploma or GED required. Preferably, including or supplemented by courses in Library Science and Accounting or equivalent training and experience.

Classified Salary Schedule: Range 26
BOARD APPROVED: 10-1-1996
REVISION DATES: 07-18-2023
08/09/2023