

## RIVERSIDE UNIFIED SCHOOL DISTRICT

### **CLASS TITLE: LEAD LIBRARY/MEDIA ASSISTANT ( Range 22)**

#### **BASIC FUNCTION:**

Under the direction of an assigned manager, perform advanced library functions at the district warehouse in support of school library or resource centers across the district. The Lead Library/Media Assistant will provide support and coordination between the district warehouse and sites in the circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment. The Lead Library/Media Assistant will provide training and support to both new and current employees.

#### **DISTINGUISHING CHARACTERISTICS:**

Perform collaborative and coordination functions amongst the various divisions/departments that impact Library/Media Assistants (LMA) so that the job of the LMA is more consistent from site to site.

#### **REPRESENTATIVE DUTIES:**

Schedule and attend regular meetings with and facilitate interdepartmental coordination between Warehouse, Instruction, Instructional Support, Library Media Assistants, Librarians and others. *E*

Provide guidelines for on-site cataloging software to ensure consistent standard for labeling items in district's inventory management system. *E*

Coordinate and encourage implementation of board policies for library functions such as culling collections and adding materials. *E*

Organize and lead Library Media Assistants' support through individual and group training on a regular basis in order to establish and maintain consistent routines in the management of instructional resources. *E*

Support communication between site administrators and Library Media Assistants for necessary functions, such as inventory, check out and check in of all teacher and student materials; fines, etc. *E*

Train new Library Media Assistants on current library/resource center processes and procedures. *E*

Ensure that all items arriving from vendors or returning to the warehouse from the sites are barcoded and scanned into library management software in order to ensure accurate inventory counts. *E*

Operate a computer terminal to maintain appropriate files and records. *E*

Prepare and maintain a variety of records and reports related to assigned activities; submit to appropriate personnel and departments as required. *E*

Attend workshops and in-service meetings as required. *E*

Provide recommendations about library standards and needs.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

Library management software.  
Library practices, procedures and terminology.  
Basic Dewey Decimal system and card/computer cataloging system.  
Basic operation of a computer terminal and data entry and retrieval techniques.  
Library reference materials and sources.  
Filing, indexing and inventory procedures.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Oral and written communications skills.  
Interpersonal skills using tact, patience and courtesy.  
Audio visual equipment and modern media materials.  
District curriculum, reading levels and appropriate reference materials.

**ABILITY TO:**

Coordinate, collaborate and inform parties in relevant departments/divisions to support effective and efficient media center functions.  
Learn, explain, and apply school and District rules and policies applicable to the library.  
Shelve library/media materials.  
Assist students and staff in the selection of library/media materials.  
Perform clerical duties.  
Make arithmetic calculations quickly and accurately.  
Work independently with little direction.  
Establish and maintain effective working relationships with others.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Train and provide work direction to others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in library science and two (2) years' experience in a library or media center environment.

**LICENSES AND OTHER REQUIREMENTS:**

Pass a basic library skills test with 75% proficiency.  
Valid California Driver's License & use of a vehicle.

**WORKING CONDITIONS:****ENVIRONMENT:**

Warehouse environment.  
School library and resources center environment.  
Office environment.  
Constant interruptions.  
Driving a vehicle to conduct work.

**PHYSICAL ABILITIES:**

Seeing to read books and media materials.  
Lifting and carrying moderately heavy objects. Pushing and pulling carts.  
Walking and standing for extended periods of time.

Lead Library Media Assistant  
Established September 2015

Reaching horizontally and above the shoulders to shelve and reach books.

Bending and kneeling.

Dexterity of hands, wrists and fingers to operate a computer terminal and audio-visual equipment.