CLASS TITLE: **INSTRUCTIONAL MEDIA ASSISTANT II**

DEFINITION: Under supervision, performs work of moderate difficulty in a variety of secondary school library work areas; and performs related work as required.

EXAMPLE OF DUTIES:

- Assists in supervising and monitoring the library reading room
- Receives, processes and arranges for shelving or distribution of incoming library books, non-print materials, textbooks and periodicals
- Assists in a variety of computer based circulation duties; prepares and updates files or records on overdue library materials, fines, material reservations, lost materials and statistics of loaned materials; prints status reports and gives the documentation to school treasurer to collection related fees
- Scan book or material barcodes and student ID for checkout; scan student ID to reserve books and/or materials
- Answers student questions regarding the use of library facilities
- Assists in supervising and training student assistants in the library and copying center
- Recordkeeping on use of equipment, contracts for all machines, copying charges, purchase supplies using IFAS
- Billing teachers and department for copy use, use of text link, AV equipment, cataloging textbooks, bar coding, tracking, distribution of the English CORE novels, and inventory of textbooks and library collections.
- Troubleshoot copy machines and AV equipment
- May make minor book repairs
- May prepare displays on bulletin boards
- May duplicate, laminate and produce instructional materials up to 25% of the workday

DESIRABLE QUALIFICATIONS

Training and Experience: Completion of 6 or more units earned towards a Library Technician Certificate or completion of a Library Technology Certificate from a community college and some experience in a library; or an equivalent combination of training and experience. Competency in entering or modifying MARC (machine readable cataloging) records.

Knowledge of:

- Library practices
- Working knowledge and experience in general office procedures
- Operation and maintenance of audio-visual equipment
- Supervisory practices
- Books on several broad subject areas

- Basic computation skills

Skill in:

- Library procedures
- Clear and concise communication, both orally and in writing
- Supervising student library assistants
- Typing and filing
- Establishing and maintaining effective working relationships with others
- Basic math computation skills
- Use of computers

Ability to:

- Work independently
- Supervise students
- Follow written and oral instructions
- Operate a computer
- Provide own transportation between school sites

Working Conditions:

Office Environment, driving a vehicle to conduct work. With or without accommodations, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

Licenses:

- A valid California driver's license may be required