CLASS TITLE: **INSTRUCTIONAL MEDIA ASSISTANT, WAREHOUSE**

DEFINITION: Under direction of Warehouse Supervisor, performs work of moderate difficulty in warehouse work areas; and performs related work as required.

EXAMPLE OF DUTIES:

- Assists in processing textbook materials for all sites
- Receives, barcodes, and arranges for shelving or distribution of incoming textbooks, non-print materials, and items from publishers.
- Scan textbook or material barcodes for packing lists.
- Assists in site orders being scanned, packed, and labeled for delivery.
- Generates a back order list and reports it to Executive Director of Instructional Support
- Processes textbook items returned from sites to warehouse by scanning, processing, and shelving textbooks or materials.
- Assists with annual textbook inventory process.
- Receives and processes excess inventory, deleted, discarded, and repair needed textbooks and other materials.
- Repairs and cleans textbooks.
- Assists in a variety of computer based circulation/inventory duties; recordkeeping on location of textbook and supplemental materials, prints status reports, creates new title records in computer system and scans new textbooks or materials to add to inventory,

DESIRABLE QUALIFICATIONS

Training and Experience: Completion of coursework towards a Library Technician Certificate and some experience in a library; or an equivalent combination of training and experience.

Knowledge of:

- Library and Inventory practices
- Working knowledge of general office procedures
- Operation and maintenance of computer based circulation software
- Supervisory practices
- Textbooks on several broad subject areas

Skill in:

- Library and Inventory procedures
- Clear and concise communication, both orally and in writing
- Typing and filing
- Establishing and maintaining effective working relationships with others
- Basic math

Ability to:

- Work with minimal supervision.
- Follow written and oral instructions

Licenses:

- A valid California driver's license is required

Certificates and Other Requirements:

- Ability to meet proficiency requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen)

Environment:

Warehouse Environment.

Physical abilities:

- Sit, walk, or stand for extended periods of time; dexterity of hands and fingers to operate a computer and other office equipment; frequent keyboarding; reach overhead, above the shoulders, and horizontally; bend at the waist, crouch or kneel to retrieve items/materials from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects up to 25 lbs. occasionally

CST Range 424
MT. DIABLO UNIFIED SCHOOL DISTRICT

Approved by the Board: 8/24/15