San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title: Librarian Assistant
Exemption Status: Non-Exempt
Reports to: Librarian/Principal
Pay Grade: 02
Works with: Students/Staff
Days: 187
Dept. /School: Assigned Campus
Date Revised: 07/23/2020

Primary Purpose:

The primary role for Librarian Assistant is to assist the Librarian, teachers and students with various tasks in the library.

Prerequisites:

- High School Diploma or General Equivalency Diploma (GED) in English;
- Forty-eight (48) college level hours from an accredited institution of higher education or Associate's Degree;
- Ability to obtain Texas Educational Aide Certification.

Special Knowledge/Skills:

- Typing skills
- Ability to utilize different machines for teaching methods

Major Responsibilities and Duties:

1. To circulate (check in and out) library materials.

2. Assist with instruction as approved by teacher/principal

3. To shelve library materials and collect fines.

4. To maintain lists (daily circulation lists, overdue lists, list of withdrawals).

5. Assist patrons to appropriate are of the library.

6. Assist in the distribution of AV materials, equipment, and technology hardware.

7. Process new materials, stamp, and insert circulation due date cards.

8. File cards in the main card catalog, the paperback card catalog and in the shelf lists.

9. Assist with maintenance of periodical files and processing new periodicals.

10. Look up periodicals requested by library patrons and file the periodicals when returned.

11. Assist with the inventory of library collection, AV materials, and equipment.

12. Repair books when needed.

13. Perform clerical and clean-up tasks.

14. Other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____