

**CLASS SPECIFICATION
Library Media Assistant**

GENERAL PURPOSE

Under general supervision, performs a variety of library/media support duties in a school library; performs general clerical duties and assists students and staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An incumbent of this class independently performs a variety of responsible library support services in a school library. A Library Media Assistant is distinguished from a Library Media Technician in that an incumbent of the latter class performs work of greater complexity and responsibility, including the acquisition of textbooks and more extensive cataloging of library collection materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Processes textbooks, library and reference books, periodicals, professional books, films, cassettes and records and other instructional materials according to approved procedures; processes overdue and returned materials according to established procedures.
2. Assists as directed in the acquisition, processing and circulation of books and other materials for circulation; assists with periodic inventory of materials.
3. May operate a computer terminal and related software packages related to cataloging, bar coding and maintaining records.
4. Assists in the weeding out and discarding of old books and materials according to established procedures.
5. Processes instructional material orders and prepares requisitions according to established procedures; orders supplies as directed.
6. Assists students and staff in locating and selecting materials and in researching materials for classroom use; coordinates the schedule of visits to the library by various classes.
7. Receives items delivered to assigned location; checks invoices against items received to assure proper receipt of items purchased; processes items according to established procedures; notifies appropriate personnel of receipt as necessary.
8. Operates a computer and a variety of standard office and library equipment.
9. Performs routine maintenance on audiovisual equipment; reports need for major repair or replacement according to established procedures.

10. Updates shelf list, card catalog and files; mends and repairs books and other materials as needed.

OTHER DUTIES

1. Performs a variety of clerical duties including typing, filing and duplicating; answers telephone as needed.
2. May operate a vehicle to deliver audiovisual equipment as needed; sets up equipment, videotapes events and troubleshoots audiovisual equipment problems as assigned.
3. Attends in-service meetings and other meetings and workshops as assigned.
4. May prepare bulletin boards and other informational displays on a seasonal basis; may assist with library improvement or promotional activities.

QUALIFICATIONS

Knowledge of:

1. Terminology and basic practices applicable to performing library support duties in a school.
2. Basic library etiquette and methods of providing information.
3. Basic practices and procedures of collection management, including the Dewey decimal classification systems.
4. Operation of library equipment, systems and support tools, including common reference tools and materials.
5. Methods and techniques in the use and maintenance of audio-visual equipment.
6. Standard office practices, procedures and equipment.
7. Filing and record-keeping methods and practices.
8. Safe work practices including lifting techniques.

Ability to:

1. Circulate instructional materials according to established procedures.
2. Process and shelve instructional media center materials and assist students and staff in the selection and use of instructional media center materials.
3. Operate a variety of standard office and audio-visual equipment.
4. Process and distribute incoming library and media materials.
5. Maintain records and file alphabetically and numerically with speed and accuracy.
6. Make arithmetic calculations quickly and accurately.
7. Understand and follow oral and written instructions.
8. Communicate effectively orally and in writing.

9. Establish and maintain effective working relationships with administrators, teachers, students, parents and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and at least one year of paid or volunteer experience in a library or media center; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms. An employee also is regularly required to stoop, kneel, bend, crouch or crawl, climb or balance and lift up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with administrators, teachers, students, parents and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a school library, and the noise level is generally quiet.

Board Approval 10/2/2008