JOB DESCRIPTION

JOB TITLE: Library/Media Assistant I

Job Family: Instructional/Student Services

Range: 20

Job Purpose Statement/s: The job of "Library Media Assistant I" is done for the purpose/s of providing assistance in the circulation, reference, classification and record keeping activities in assigned school library/media center facility; assist in the operation of a school library/media center and report to the Principal or a certificated designate; perform a variety of routine clerical duties in support of assigned operations.

Essential Job Functions:

* **Performs** routine circulation-related duties; checking library/media center books, periodicals, media equipment and related materials in and out; inspecting incoming items for damage, need for mending, due date, etc.
* **Assists** in filing and maintaining order of card catalogues, book shelves, magazine racks and cassette/equipment storage areas.
* **Compiles,** types and updates a variety of records and lists related to library/media center operations including equipment lists, overdue notices, card catalogue index, etc.
* **Assists** students and teachers in using library/media center; answers questions, assists students with the use of card catalogues and research projects and assists with the use of media equipment.
* **Answers** the telephone and receives library/media center patrons; provides general information or refers caller/patron to appropriate source for information requested.
* **Maintains** accurate records related to library/media center materials including shelf and software lists; assists in taking inventory as assigned.
* **Performs** minor/routine servicing, maintenance or repair of media equipment and library books and materials; refers major repair/maintenance to appropriate authority.
* **Assists** with cataloging and classifying library/media center books, materials and equipment as assigned.
* **Performs** a variety of clerical duties including typing, filing and copying.
* **Assists** in activities designated to promote the library/media center such as displays, bulletin boards, decorations, etc.
* **Provides** direction and instruction to student aides as assigned.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements - Qualifications:

* **Experience Required:** One (1) year prior job related experience and general clerical work.
* **Skills**, **Knowledge and/or Abilities Required:**

  Skills: Typing/keyboarding accurately at 30 words per minute*;* operate standard office equipment including use of basic computer applications, use English in both written and verbal form, use correct spelling, grammar and punctuation, maintain detailed and accurate records.

  Knowledge of standard office equipment, library control systems.

  Abilities to sit for prolonged periods, understand and carry out oral and written instruction. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation. Learn to perform minor maintenance and repair work on library/media equipment and materials.
* **Education Required**: High School diploma or equivalent.
* **Licenses, Certifications, Bonding, and/or Testing Required:** Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.