JOB DESCRIPTION

JOB TITLE: Library/Media Assistant III

Job Family: Instructional/Student Services

Range: 28

Job Purpose Statement/s: The job of "Library Media Assistant III" is done for the purpose/s of performing a variety of responsible technical work related to circulation, reference and cataloging functions within assigned library/media center facility; incumbent receives general to limited supervision from a school site principal.

Essential Job Functions:

* **Participates** in the receipt and processing of a variety of library/media center materials which may include library books, text books, periodicals, films, video cassettes and other media.
* **Reviews** and evaluates a variety of library/media materials for cataloguing purposes; assigns catalogue numbers, develops reference catalogue information, types and proofs catalogue/inventory cards.
* **Performs** circulation activities and operations related to library/media materials and equipment; checking in/out materials and equipment, maintaining circulation records and logs.
* **Maintains** inventory of library/media materials and collection; reporting and participating in tracking of lost materials.
* **Supervises** and facilitates the use of library/media center; answering questions regarding materials/media available, responding to reference inquiries, retrieving periodicals from archives, assisting students with the use of card catalogues, assisting with the use of AV equipment, etc.
* **Develops** forms, notices and procedures related to library/media center operations.
* **Shelves** and stores library materials, textbooks and equipment.
* **Trains,** directs and supervises the work of student and/or volunteer assistants.
* **Establishes** and implements textbook check in/out procedures; inventories and stores textbooks.
* **Performs** minor maintenance and repair of audio visual equipment and library materials.
* **Makes** presentations and participates in inservicing training regarding library/media center resources and services.

Other Job Functions:

* **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
* **Participates** in District meetings of library clerks for the purpose of communicating information and gaining feedback and/or direction on a variety of issues.

Job Requirements - Qualifications:

* **Experience Required:** One (1) year prior job related experience in educational setting 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/media center terminology, operations and practices; library procedures and materials.
  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. Reason logically and accurately; assume responsibility and use good judgment; perform minor maintenance and repair work on audio visual equipment.
* **Education Required**: High School diploma or equivalent, supplemented by course work in library, media or curriculum.
* **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.