BISMARCK PUBLIC SCHOOLS
Job Description

"Together, our strong relationships build inclusive, collaborative, and innovative environments that create agency and inspire a passion for learning, excellence, and discovery."

"Empower every learner to *thrive*."

Secretary II (Library/Media)

Purpose Statement
The job of Secretary II (Library/Media) is performed for the purpose of providing support to the instructional program by maintaining the library collections at the district library media center and teacher center services. This includes identifying age-appropriate resources for students and teachers, selecting items to support classroom instruction, and performing clerical functions related to the collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

Supervisory Relationship
Reports to: Library Media Coordinator

Essential Functions
- **Assist Stakeholders:** Support teachers, students, and administrators by guiding searches for materials, troubleshooting the automated library catalog, and identifying resources for lesson plan support.
- **Coordinate Projects:** Manage assigned projects and activities, such as the distribution of materials, to ensure timely completion and delivery of services.
- **Evaluate Materials:** Assess books and periodicals for retention, repair damaged books, and recommend the retirement of outdated materials to ensure the library collection remains current and relevant.
- **Maintain Inventory:** Keep an up-to-date inventory of library books, hardware/software, media equipment, and related instructional materials to ensure availability as required.
- **Operate Equipment:** Use a variety of equipment and systems to provide media production services.
- **Order Supplies:** Procure supplies and equipment, track costs, handle returns, and ensure inventory availability.
- **Participate in Training:** Attend unit meetings, in-service training, and workshops to gather and convey information required to perform job functions effectively.
- **Perform Fiscal Activities:** Manage accounting tasks such as collecting payments, furnishing receipts, maintaining the office budget, and tracking collected funds and deposits.
- **Circulation Activities:** Handle item check-in and check-out, prepare circulation counts, and manage lists of overdue items to control the use, location, and availability of library materials.
- **Prepare Documentation:** Create and maintain manual and electronic documents and reports, including scheduling reports, renewal information, overdue lists, textbook orders, fines, and costs.
- **Process Membership Accounts:** Manage library memberships for lending libraries and secure reimbursements for losses.
- **Respond to Inquiries:** Address inquiries from internal and external parties, including Bismarck staff, other schools, and community organizations, to facilitate communication and provide direction.
- **Support Teachers:** Respond to teacher member inquiries regarding the availability of books, reference documents, and status of overdue fines.
- **Adhere to School Policies:** Follow and enforce school policies and procedures in all aspects of the job.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Ability to operate standard office equipment and use pertinent software applications.
- Competence in preparing and maintaining accurate records.
- Proficiency in performing multiple tasks and upgrading skills to meet changing job conditions.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read manuals, write documents following prescribed formats, and present information to others.
- Understanding of library practices and computer/Internet operations.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work with others in a variety of circumstances.
- Utilize defined processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Establish effective working relationships and adapt to changing work priorities.

Responsibility

Work under direct supervision using standardized routines. Lead, guide, and coordinate others. Operate within a defined budget. Utilize resources from other work units as required to perform job functions. Have some opportunity to impact the organization's services.

Work Environment

Physical demands include significant lifting, carrying, pushing, and pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and fine finger dexterity. Generally involves 30% sitting, 50% walking, and 20% standing. The job is performed in a clean atmosphere.

Experience

Job-related experience is required

Education

High school diploma or equivalent

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SG

The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at https://www.bismarckschools.org/school-board/district-administrative-policies. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.