

ALTA LOMA SCHOOL DISTRICT

LIBRARY/MEDIA CLERK

DEFINITION

Under general supervision, to perform clerical functions related to the acquisition, processing, cataloging, storage, circulation, and recovery of textbooks, library and reference books, and a variety of other instructional materials and media; and to do other related work as required.

ESSENTIAL DUTIES

- Perform in the processing and receipt, of textbooks, library books, periodicals, instructional materials, and media equipment
- Maintain an automated circulation and distribution system.
- Perform a variety of routine clerical functions.
- Prepare and maintain a variety of files and records, including shelf and storage lists and records, and other files and records.
- Prepare book cards, book lists, bibliographies, memoranda, and other similar material using both manual and automated processes.
- Assist students and staff in the circulation, and retrieval of textbooks, library books, periodicals, and instructional media.
- Assist and monitor students and staff in locating a variety of materials, or media equipment for classroom use.
- Prepare and assist students and staff in locating materials pertaining to specific subject matter areas. Including use of the Internet.
- Prepare and assist with the preparation of locating materials for use with individuals, or small groups of students.
- Assist staff and administration in shaping of appropriate social behavior.
- Maintain a variety of records and files that may include confidential student information.
- Provide direction and assistance to student library assistants and parent volunteers.
- Create media center displays.
- Perform a variety of functions in maintaining a neat and orderly library media center environment.
- Prepare requisition orders for textbooks, library books and instructional materials, and media equipment.
- Repair and mend damaged books and other instructional materials, and media equipment.
- Determine the need for technical service for audio visual equipment.
- Requisition, distribute, and maintain an appropriate inventory of software, instructional materials, supplies, and related computer hardware.
- Perform simple programming functions.
- Assist students and staff in computer operation and functions.
- Responsible for scheduling, set up, collecting and reporting all monies.
- Prepare all forms, order replacement equipment in the event of a theft from the campus.
- Monitor and recommend level of performance for Student Aides assigned to the Media Center.
- Organize and oversee annual book fair.
- Complete necessary paperwork to order library books and textbooks.

ALTA LOMA SCHOOL DISTRICT

LIBRARY/MEDIA CLERK - Page 2

- Maintain an inventory of all school equipment.

QUALIFICATIONS

Knowledge of:

Modern office methods, practices, and equipment, including computers;
English usage, spelling, grammar, and punctuation;
Library media center classification systems;
Basic arithmetical concepts;
Student behavior management strategies and techniques;
Standard library reference sources, books, and other library related materials.

Ability to:

Perform library clerical functions, including circulation and distribution functions;
Maintain a variety of records and filing systems pertaining to a library media center;
Utilize a variety of reference resource guides;
Type or keyboard at a net corrected speed of 30 words per minute;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

One year of clerical experience in a library or instructional materials center.

Education:

Equivalent to the completion of the twelfth grade, supplemented by course work or training in library clerical and general clerical areas.

Specialized training in library services leading to a Library Certificate is preferred.

SUMMARY OF PHYSICAL DEMANDS RATINGS

The following analysis entails an evaluation of the "Physical Demands" factors of the job as it exists. This method provides a basis for permitting modification to fit the capabilities and needs of workers with disabilities.

Rating Symbol Key:

- NP = Not Present – Does not exist
- O = Occasionally – Up to 1/3 of the time
- F = Frequently – From 1/3 to 2/3 of the time
- C = Constantly – 2/3 or more of the time

ALTA LOMA SCHOOL DISTRICT

LIBRARY/MEDIA CLERK – Page 3

- 1. STRENGTH:
 - A. Standing 25%
 - Walking 25%
 - Sitting 50%

 - B. Lifting O 50 lbs.
 - Carrying F 50 lbs.
 - Pushing O 50 lbs.
 - Pulling O 50 lbs.

- 2. CLIMBING O
- BALANCING O

- 3. STOOPING O
- KNEELING O
- CROUCHING O
- CRAWLING O

- 4. REACHING C
- HANDLING O
- FINGERING C
- FEELING NP

- 5. TALKING:
 - Ordinary C
 - Other OHEARING:
 - Conversations C
 - Other Sounds O

- 6. SEEING
 - Acuity, Near C
 - Acuity, Far O
 - Depth Perception O
 - Accommodation C
 - Color Vision NP
 - Field of Vision O

- 7. PHYSICAL DEMANDS RATING SUMMARY: Medium Work: 2 3 (4) (5) (6) (DOL Physical Demand Categories 1 to 6 are very significant to the customary performance of the job if contained in parentheses).

ALTA LOMA SCHOOL DISTRICT

LIBRARY MEDIA CLERK – Page 5

7. ATMOSPHERIC CONDITIONS:

Fumes	NP
Mists	NP
Odors	S
Gases	NP
Dusts	S
Poor Ventilation	S
Other Atmospheric Hazards	NP

Comments regarding “Fumes” = Copier

Comments regarding “Odors” = Copier

Comments regarding “Dust” = Paper

8. PROTECTIVE CLOTHING – DEVICES: Headsets available, gloves

9. E. C. SUMMARY: Inside Work: 2 3 4 5 (6) 7. Numbers encircled by () indicate significant involvement of factors enumerated and rated above.

Adopted: May, 19, 1999