



LIBRARY/MEDIA ASSISTANT

GENERAL RESPONSIBILITIES

Perform a variety of functions in a school library media center assisting the Library Media Specialist in the operation of the media center and assisting teachers and students in the full use of library services.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Operate specialized computer system for circulating media center materials.
- Assist students with instructional tasks.
- Staff circulation desk.
- Assist and instruct students with book selection, charge, and discharge books.
- Assist students with location and use of media center materials.
- Maintain and organize periodicals.
- Assist in controlling status of books in circulation; check on overdue books.
- Generate overdue and other computerized reports.
- Shelf returned books; replace incorrectly shelved books; label and mend books.
- Assist with the processing of new materials.
- Circulate media center equipment and materials; operate media center equipment.
- Assist with bulletin board displays.
- Assist with inventory of all media center materials.
- Maintain computerized records.
- Assist Library Media Specialists in collecting and distributing materials from the Instructional Resource Center, "IRC".
- Receive telephone calls and walk-in patrons; provide information and assistance, or direct to appropriate staff member.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

General knowledge of the procedures, practices and equipment of a school library center; general knowledge of business English, spelling and arithmetic; ability to learn standard library tasks readily and to adhere to prescribed routines; ability to perform routine office duties and record keeping tasks; ability to operate standard office machines; ability to operate data processing and audio-visual equipment; ability to understand and follow oral and written instructions; ability to establish and maintain effective working relationships with students and school employees.

EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Some experience in an office setting, preferably in a school library.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, stooping, crouching, climbing, and kneeling. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 7/08, 7/20
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