



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY MEDIA ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned administrator, perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; assist students and teachers in the selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site; process new books and instructional materials; oversee the cataloging of books and instructional materials.

Assist students and teachers in the selection, location and use of library materials and equipment; respond to inquiries and provide information to students and teachers; assist students in researching instructional materials for classroom use.

Circulate library materials; check library materials in and out to students and staff using an assigned computerized system and bar codes; shelve returned books and materials; collect student late fees and prepare related correspondence.

Instruct students in proper methods of utilizing library and reference materials; assist students with utilizing computers for research projects; monitor and maintain acceptable student behavior in the library.

Monitor inventory levels of textbooks, instructional materials and other library supplies; assist in ordering materials and supplies as directed; maintain and perform minor repairs on books and equipment as needed.

Input, process and receive library material and textbook orders; prepare materials for introduction into the library materials collection; prepare labels; affix identification and bar-code labels to materials; input related information into assigned computer system.

Operate a variety of office and library equipment including a calculator, copier, fax machine, computer and assigned software.

Library Media Assistant - Continued

Maintain a variety of records related to library books, instructional materials, student information, inventory, purchase orders and assigned activities; establish and maintain filing systems.

Communicate with District personnel and outside agencies to exchange information and resolve issues or concerns.

Organize and prepare library displays, decorations and bulletin boards; maintain a clean and orderly library environment.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Basic library methods, practices and terminology.
- Basic reference and cataloging techniques.
- Basic instructional methods and techniques.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic research methods.

ABILITY TO:

- Perform a variety of clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and instructional materials at an assigned school site.
- Assist students and teachers in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Type or input data at 40 words per minute from clear copy.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Operate a variety of office equipment including a computer and assigned software.
- Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
- Monitor and maintain acceptable student behavior in the library.
- Understand and follow oral and written instructions.

Library Media Assistant - Continued

- Complete work with many interruptions.

- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and/or experience equivalent to: graduation from high school and one year of general clerical or library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal and operate standard office and/or library equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Stand, walk and bend over.
- Frequently grasp up to 5 lbs.
- Push/pull up to 75 lbs for short distances
- Lift and/or carry up to 40 lbs at waist height for 5-10 feet.
- Reach overhead, above the shoulders and horizontally.
- Climb ladders and work at heights of 25 feet.

HAZARDS

Repetitive hand motions

Climb ladders

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 31

Library Media Assistant - Continued