

LIBRARY CLERK

Reports to:	Building Principal and Library Media Specialist
Classification:	Classified
FLSA Status:	Non-Exempt
Terms of Employment:	183 days according to Board Policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

JOB SUMMARY:

The Library Clerk assists the Library Media Specialist to ensure smooth operation of the libraries.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Additional duties may be assigned.*

- Maintains regular attendance.
- Maintains confidentiality, unquestionable integrity.
- Complies with State Law and District Policies and regulations.
- Anticipates and effectively addresses unforeseen crises associated with working with large groups of students.
- Can produce accurate work with frequent interruptions.
- Provides students and teachers assistance in selecting materials.
- Assist in the cataloging of all instructional materials.
- Performs routine library activities such as, but not limited to, checking books in and out, orders new books, provides clerical work, shelving and filing of materials.
- Assists in the troubleshooting and inventory of A/V equipment and computers.

SUPERVISORY RESPONSIBILITIES:

Assists with the supervision of students in the media center.

QUALIFICATIONS AND REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school graduate (GED); some college preferred
- Experience in organizing varied and involved projects.
- Experience in working effectively with administrators, students, and other staff personnel.
- Experience with the operation of computers and software.

COMMUNICATION SKILLS:

- Ability to write accurate reports, business correspondence consistent with the duties of this position.
- Ability to effectively present information and respond to questions from administrators, staff and the general public.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measurement, using whole numbers, common fractions, and decimals consistent with the duties of this position.
- Ability to compute rate, ratio, and percent consistent with the duties of this position.

REASONING ABILITY:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES:

- Must have strong communication, computer and interpersonal skills.
- Must have ability to learn and utilize new software programs as systems are upgraded.
- Ability to establish and maintain effective working relationships with staff and the school community.
- Ability to perform several tasks simultaneously.
- Ability to speak clearly and concisely both in oral and written communication.
- Ability to perform duties in full compliance with district requirements and Board policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms, stoop and bend at the waist. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper and may be required to lift and push moderately heavy loads of material.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate depending on the activities in the school day. The employee continuously is interacting with the public, students, and staff.

The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Library Clerk
Revised: SY 2004-2005