

4J SCHOOL DISTRICT

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| Job Title: | LIBRARY/IMC ASSISTANT | Dot #: 249.367-046 |
| Department: | Library | |
| Work Hours: | 8:00-2:30, 1/2 hour lunch/Monday-Friday/10.5 months August-June 15 | |
| Job Summary: | <ul style="list-style-type: none"> ·Performs a variety of clerical tasks pertaining to the efficient operation of the school Library or Instructional Media Center. ·Assist students or teachers in topical research and in finding specific books or materials. ·Assist students in computer usage, IBM and Macintosh. ·Coordinates Personal Finance class, maintains student records and records program. ·Check in and sort new library books and textbooks. ·Check out circulation materials and process returned materials. | |
| Qualifications: | <ul style="list-style-type: none"> ·Two years previous secretarial or clerical experience. ·Previous training, education or experience in library work preferred. ·Previous experience operating computers, maintaining data bases and some experience with audio-visual equipment desirable. | |
| ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time) | | |
| Physical: | <ul style="list-style-type: none"> ·Standing/Walking: Frequently; throughout library while shelving, assisting library patrons. ·Sitting: Occasionally; at desk or computer while completing paperwork, keyboarding, etc. ·Lift/Carry: Frequently, 1-15 lbs; books, supplies, materials; occasionally up to 35 lbs. ·Push/Pull: Frequently, 10-20 lbs force; moving carts, sliding books on shelves. ·Climbing: Occasionally; using 1-2 step ladder to reach upper library shelves. ·Bending/Twisting: Frequently; at waist/knees/neck while retrieving/shelving materials on upper and lower shelves. ·Kneeling/Crouching: Occasionally; while handling materials on lower shelves. ·Hands/Arms: Constantly; in reaching/handling/grasping/fingering while issuing materials, reshelving, keyboarding, filing, etc. Overhead reaching required. ·Sight: Constantly; in reading, sorting, identifying library materials, etc.; visual requirements include visual acuity in near and mid range vision. ·Speech/Hearing: Frequently; in answering questions and determining needs of library users both in person and over phone. | |
| Mental: | <ul style="list-style-type: none"> ·Ability to communicate effectively orally and in writing, and work easily with staff and students when under stress of multiple tasks or frequent interruption. ·Frequent mental alertness, attention to detail, and accuracy required in cataloging, issuing, and filing library materials. ·Must be able to work independently and follow through on all tasks. ·Must be able to plan and prioritize work to handle multiple tasks and requests. ·Must be able to use logic and organizational skills to prepare, assign, and maintain filing and cataloging systems in an accurate and orderly manner. ·Ability to work with students to minimize disruptive behaviors. ·Must be able to read/write/speak English and possess basic mathematical skills. | |
| Work Conditions: | <ul style="list-style-type: none"> ·Work is performed in library setting. ·Hazards: No specific hazards noted. ·Equipment Used: Computers, printer, copier, microfiche, card file system, library carts, telephone, book repair equipment. | |