



Classification Summary

1. Performs a variety of clerical tasks pertaining to the efficient operation of the school Library or Instructional Media Center. Tasks are specifically directed toward handling, processing and circulating printed matter and media equipment.
2. Works in areas where procedures are well-defined, such as book and film ordering, volume care, audio-visual equipment maintenance, and user assistance of circulation materials.

Distinguishing Characteristics

Distinguished from other classified assistants by consistent focus of clerical duties pertaining to the acquisition, documentation, circulation, repair, and maintenance of library instructional materials and audio-visual materials and equipment.

Supervisory Relationships

Works under the supervision of a librarian or assigned administrator. May train, supervise and review work of student assistants, parents or volunteers.

Examples of Duties

1. Type order forms for purchase or rental of approximately 200 films, tapes and slides per month. Receive, sort and process mail and shipments of new books, periodicals and media materials.
2. Maintain inventory of departmental supplies, re-order when necessary and stock shelves.
3. Type and duplicate classroom materials for librarian, teachers or students. Distribute memos to school staff.
4. Answer telephones, assist callers or route calls; assist students or teachers in topical research and in finding specific books or materials.
5. Ability to operate current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and other instructional machines (e.g., microfiche, overhead projector, video camera). Perform simple maintenance tasks for media equipment and office machines.
6. Use thermofax, binder, laminator, dry mount press or other equipment as necessary to make signs, announcements, programs and other documents.
7. Clean lenses and tape deck heads on media equipment; replace bulbs and make other minor repairs. Complete order forms for parts, replacement bulbs or work orders for media equipment.
8. Check in periodicals daily upon arrival; verify against subscriptions list; stamp with school name and divide for various destinations within the building.
9. Check in and sort new library books and textbooks; verify ordering information if necessary; enter data into accession log; update shelf list cards and date and price; glue pockets into books, put on plastic book covers, labels, and tape; distribute to departments or shelve as appropriate.
10. Verify non-print materials and equipment with order form or packing slip; check for functioning ability; type and file cards for circulation use.
11. Check out circulation materials and process returned materials.
12. Mend torn pages and book covers on circulation materials, replace loose pages, erase writing, repair spines and spine labels, and copy lost pages from another book and reinsert when necessary.
13. Shelve books in numerical or alphabetical order; correct misfiled books; maintain orderly, tidy appearance of shelves and facility.
14. Enter data collected from circulation list onto computer; generate list of overdue books with this information. Prepare student billing for overdue, damaged or lost library materials.
15. Assist with equipment delivery and pick-up; assure equipment is at the scheduled location at the proper time.

16. Enter requests for film or video tape use from Lane ESD on OTIS computer terminal; maintain records of requests, file multiple copies in appropriate locations and remind teachers when materials are overdue. Assist in Library or IMC budget preparation; perform mathematical calculations or bookkeeping tasks for budgeting purposes.
17. May include specialized tasks such as annual locker check-out and clean-up, recycling program, student billing upon withdrawal, or other activity.
18. Maintains regular and prompt attendance.
19. Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

1. Ability to type accurately, use calculator and current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and other production machines (e.g., laminator, thermofax, ditto machine, binding equipment).
2. Ability to use appropriate computer software, generate new data bases, or upgrade existing programs as necessary to implement time saving techniques or fulfill needs of Library/IMC or AV Department.
3. Knowledge of basic cataloging systems, function and use of audio-visual equipment, information research techniques, materials processing techniques and bookkeeping methods.
4. Ability to organize circulation materials and prioritize assignments.
5. Ability to communicate effectively orally and in writing, and work easily with public, staff and students when under stress of simultaneous deadlines or frequent interruption.

Minimum Qualifications for Class Entry

1. Two years previous secretarial or clerical experience.
2. Previous training, education or experience in library work preferred. Previous experience operating audio-visual equipment desirable.

Work Environment

The position works in a Library or Instructional Media Center in an Elementary, Middle or Senior High School. Libraries contain from 20,000 to 90,000 bound volumes and receive approximately 250 periodical subscriptions for 15 departments as well as holding numerous films, filmstrips, cassette tapes, videotapes, other audio-visual instructional materials and the equipment necessary to use them.