



Asst 1 / Library Media

Purpose Statement

The job of Asst 1 / Library Media is done for the purpose/s of performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials, documenting losses and monitoring procedures; and assisting the Library Media Manager/Supervisor.

This job is distinguished from similar jobs by the following characteristics: Work performed in the library/media center.

This job reports to Manager/Supervisor 5 Library Media

Essential Functions

- Coordinates request of individuals and/or sites (e.g. technical support, equipment requirements, etc.) for the purpose of ensuring availability of audio visual equipment for instructional use.
- Evaluates media equipment for the purpose of making repairs, providing technical support, diagnosing malfunctions and/or recommending acquisitions.
- Maintains materials inventory (e.g. library books, library hardware/software, media equipment and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials when required.
- Monitors student activities for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media equipment and systems (e.g. program channel, electronic check-out system, copy machine, laminator, etc.) for the purpose of providing media production services.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs routine maintenance and operating checks on media equipment for the purpose of ensuring availability of equipment for school site use.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs circulation activities (e.g. item check-in and check-out, prepare circulation count, lists of overdue items, etc.) for the purpose of controlling the use, location and availability of items in the collection.
- Prepares manual and electronic documents and reports (e.g. collection statistics, scheduling reports/requests, renewal information, overdue lists, textbook orders, fines, costs, etc.) for the purpose of providing documentation and information to others.
- Processes new student library cards; notices of missing, damaged, or overdue books, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Processes library books, periodicals, software and related media materials (e.g. logging into master files; barcoding, shelving, producing required reports, etc.) for the purpose of providing students and staff with required materials.
- Repairs books and materials for the purpose of ensuring the availability of books and library materials.

- Responds to inquiries of students, staff, parents (e.g. availability of books, finding appropriate reference documents, status of overdue fines, etc.) for the purpose of providing information and/or direction as required.

Other Functions

- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: library practices, terminology and procedures; age appropriate literature; computer and Internet operations; and concepts of grammar and punctuation.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; adapting to changing work priorities; displaying mechanical aptitude; working with frequent interruptions; and preparing and maintaining accurate records .

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

Lane 1