

## LIBRARY/MEDIA CLERK

**CLASSIFICATION:** Classified

**IMMEDIATE SUPERVISOR'S TITLE:** Librarian II

**EVALUATOR'S TITLE:** Site Administrator

**JOB SUMMARY:** Under general supervision of the librarian II and administration, perform a variety of clerical duties, assist with the maintenance and operation of the school library, and perform related duties as assigned.

### **ESSENTIAL DUTIES:**

- Notify users of overdue books and materials
- Check materials in and out of library
- Label and prepare new material for circulation
- Maintain inventory records for textbooks
- Assist students and staff in the use of library facilities

### **OTHER DUTIES:**

- Assist with supervision of student aides
- Assist students in use of copy machine
- Assist with repair of books and other materials
- **Perform other duties assigned**

### **EMPLOYMENT STANDARDS:**

- **Training and Experience** - Knowledge of: general clerical procedures; standard library practices, terminology and procedures. General education to provide knowledge of subjects students need to research. Ability to: enter data from and into a variety of formats using computer technology; understand and follow oral and written direction.
- **Physical Effort/Working Environment** - Indoor work environment; frequent lifting of books and small packages and some retrieval of books from high shelves.
- **Licenses** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of twelfth grade plus additional training in secretarial skills, technology, and/or library science.
- **Required under No Child Left Behind Act of 2001** – One of the following:
  - Completion of two years of higher education study (48 units), or
  - A.A. or B.A. degree, or
  - Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.