

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**SCHOOL AND LITERACY LIBRARY MEDIA CLERK**

**REPORTS TO:** PRINCIPAL / DIRECTOR OF STUDENT SERVICES

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under direction of the principal and/or superintendent, with review assistance by the Alpine County Librarian using the current Memorandum of Understanding, performs a wide variety of library, audio-visual, computer, and instructional duties; and does other work as required.

**QUALIFICATIONS:**

Required:

1. High school diploma or equivalent.

Desired:

1. AA or higher degree in Library Science or Computer Technology with a minimum of two years of library and/or computer experience preferred.

**KNOWLEDGE AND ABILITY:**

1. Knowledge of school district practices and procedures in selecting and ordering of library books and materials.
2. Knowledge of computers, library Dewey Decimal System of classification.
3. Knowledge of a variety of audio visual equipment; satellite TV and related equipment
4. Knowledge of basic inventory filing systems.
5. Ability to establish and maintain effective working relationships with administration, staff, and students.
6. Ability to tell or read stories to all age groups to keep up reading interest.
7. Ability to instruct and supervise the use of audio-visual equipment and computer technology.
8. Ability to maintain schedule of library use.
9. Ability to keep abreast of new school technology, such as tele-communication, computers, video equipment, etc.
10. Ability to exercise independent thinking and good judgment at all times.

**ESSENTIAL DUTIES/TASKS:**

1. Ordering books and other materials for the district school library and staff literacy library with County Librarian review.
2. Classifying and processing of incoming materials.
3. Uses and maintains automated catalog system.
4. Assist with recess and lunch time duties.
5. Providing assistance with reference materials including guidance for research projects.
6. Providing service and working with staff, individual student groups and classes.
7. Preparing schedules and other written materials.
8. Sending overdue notices and collecting fees.
9. Maintaining a pleasant, welcoming, and orderly library environment.
10. Instruct students in library skills to work toward a better understanding of the library.
11. Promote a love of literature and reading skills through book talks, story telling, reading incentive programs, etc.
12. Tape, catalog, log and present all instructional television materials.

13. Mend and repair books.
14. Inventory books and media materials.

### **NON ESSENTIAL DUTIES/TASKS:**

1. Filing.
2. Operate, coordinate, and instruct students in the use of media equipment.
3. Support students in the use of computer applications including but not limited to word processing, spreadsheets, power point, and desk-top publishing.
4. Produce school DVTV programs.
5. Utilize computer network and trouble shoot minor individual computer problems.
6. Coordinate district participation in book fairs.
7. Perform other duties as assigned

### **ENVIRONMENT/WORK CONDITIONS:**

- **Location:** Work is performed in school library and classroom setting.
- **Hazards:** No specific hazards noted.
- **Equipment Used:** Computers, printer, copier, microfiche, card file system, library carts, telephone, book repair equipment, audio-visual equipment, television, and overhead projector.
- **Safety Equipment:** None required.

### **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

#### PHYSICAL

- **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 16-54 lbs. audio-visual equipment including television, overhead projectors, etc. Seldom 75 lbs. boxes of books, equipment.
- **Push/Pull:** Frequently, 10-35 lbs. force; moving equipment carts, sliding books on shelves. Seldom 71.4 lbs. pushing loaded cart of books on carpet for re-shelving.
- **Climbing:** Occasionally; using 1-2 step ladder to reach upper library shelves.
- **Bending/Twisting:** Frequently; at waist/knees/neck while retrieving/shelving materials and equipment 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, re-shelving, 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

- 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.

Adopted: 04/14/2009

Revision: 06/19/2012