

# *Magnolia School District*

## **LIBRARY MEDIA CLERK**

### **DEFINITION**

Under the general supervision of Educational Services Administrator and Site Principal with guidance from the Library Media Specialist, maintains an automated school library/media center; provide library services and perform clerical functions related to the acquisition, processing, cataloging, storage, circulation, distribution, and recovery of library and reference books, and a variety of other instructional materials and media; and perform other related work as required.

### **EXAMPLES OF DUTIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plans and schedules the utilization of the library with the principal and staff;
- Checks books and materials in and out at the circulation desk;
- Processes returned materials and place in the proper location utilizing the Dewey Decimal System;
- Assists students and staff in the use of all library resources;
- Facilitates the use of a variety of information resources;
- Assists teachers and students in computer applications and use of multimedia resources;
- Assists teachers, students, and parents in locating materials available;
- Conducts story time;
- Plans and prepares book talks;
- Assists with the instruction of library skills for various grade levels;
- Assists students in researching print for classroom use;
- Assists students and teachers in location and selecting materials as determined by the school's current independent reading program;
- Supervises student helpers and volunteer help;
- Prepares requisitions and orders for library books and instructional materials;
- Responsible for and maintains the automated circulation records of books, paperbacks, and instructional materials;
- Performs clerical duties of processing, cataloging, distributing, storing, circulating, and recovery of library books and instructional materials or collection of replacement costs;
- Prepares and maintains book cards, book lists, bibliographies, and other similar material using both manual and automated processes;
- Identifies books by grade/reading level;
- Assist students in selecting books by their reading level;
- Arranges special displays in the library;
- Repairs and mend damaged books, and other instructional materials;
- Discards damaged books and instructional materials;
- Weeds out obsolete books and instructional materials;
- Assists in the training of library media personnel;
- Does library inventory.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Library practices, procedures and terminology;
- Dewey Decimal System
- Children's literature and general elementary school curriculum and standards

- Record Keeping techniques
- Inventory methods and practices
- Modern office methods, practices, and equipment, including computers as they relate to current library technology;
- Correct English usage, spelling, grammar and punctuation;
- Library media center classification systems;
- Basic arithmetical concepts;
- Student behavior management strategies and techniques;
- Standard library reference sources, books and other library related materials.

**Ability to:**

- Convey library/research information to students and teachers;
- Perform library clerical functions, including acquisition, circulation, distribution, and recovery of library materials;
- Maintain a variety of records and filing systems pertaining to a library media center;
- Utilize a variety of reference resources guides;
- Type or keyboard at a net corrected speed of 30 words per minute;
- Communicate effectively in oral and written directions;
- Understand and carry out oral and written directions;
- Establish and maintain effective and harmonious working relations with school staff, fellow employees, supervisors and the public.
- Operate a computer, keyboard and other office machines
- Stand for extended periods of time
- Perform light to heavy lifting
- Work independently with little direction

**Experience**

- Paid or volunteer experience that demonstrates technical, library, computer and clerical skills.

**Education:**

- High school diploma or equivalent, supplemented by coursework or training in library clerical and general clerical areas.
- Post-secondary Education – Preferred.
- Pass a rigorous District test related to the field applied.

**WORKING ENVIRONMENT**

While performing the duties of this job, the employee works in a school and/or classroom as needed. The employee's primary responsibility is working with students and staff during the school day. This position may involve frequent interruption and direct contact with staff, students and the public; a high volume of responsibilities that may require working without direct and/or constant supervision; and working in a school environment where the noise level is usually moderate.

## **PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 40 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- Depending on the work location, this assignment may involve sitting, walking, bending, squatting or standing for brief periods. Other locations may be mostly standing moving from computer to computer.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Range: 29

Revised: 10/06/80; 04/22/96; 01/08/01; 06/19/14; 02/18/16

Approved: 04/2017

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*EQUAL OPPORTUNITY EMPLOYER*

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