

## **LIBRARY/MEDIA ASSISTANT**

### **Purpose Statement**

The job of Library/Media Assistant was established for the purpose/s of providing support to the instructional program with specific responsibilities for maintaining the library and media collections at school sites; identifying age appropriate resources for students and teachers utilizing library and media resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

This job reports to Librarian

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### **Essential Functions**

- Assists in ordering supplies and equipment for the purpose of ensuring availability as needed.
- Assists in processing student ID's, passwords, notices of missing, damaged, or overdue library books and/or textbooks, media and materials for the purpose of providing and/or maintaining access to library resources and securing reimbursement for losses.
- Assists teachers, students and administrators for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Duplicates media and instructional materials (e.g. CD's, DVDs, and video tapes, etc.) for the purpose of maintaining an appropriate inventory for internal distribution.
- Evaluates books, media, and/or periodicals for retention within collection (e.g. repairing damaged books, recommending retirement of books, media, periodicals, etc.) for the purpose of ensuring the availability of books and library materials.
- Maintains materials inventory and equipment (e.g. library books, library hardware/software, textbooks, audio books, media equipment, computers, printers, magazines, newspapers, and related instructional materials, etc.) for the purpose of providing an up-to-date reference and ensuring the availability of materials and equipment when required.
- Monitors parent volunteers, student volunteers, student activities and computer use for the purpose of maintaining a safe environment conducive to learning.
- Operates a variety of media equipment, computer equipment and systems (e.g. video tape, edit media, duplicate media, computers, printers, smart boards, laminators, CD's, DVDs, etc.) for the purpose of providing library media services to students and staff.
- Participates in workshops, in-service training, meetings, etc. for the purpose of conveying and/or gathering information required to perform functions.
- Performs circulation activities (e.g. item check-in and check-out, 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, work orders, overdue lists, textbook orders, fines, web pages, costs, etc.) for the purpose of providing documentation and information to others.
- 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**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to 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; preparing and maintaining accurate records; use of technology; and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; 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; computer and Internet operations; office equipment/software; and instructional media/equipment.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: establishing effective working relationships; dealing with frequent interruptions; and adaptability/flexibility.

### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed in a generally hazard free environment and in a clean atmosphere.

**Experience** Job related experience is desired.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

### **Required Testing**

None Specified

### **Certificates & Licenses**

None Specified

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice Fingerprint/Background Clearance

### **FLSA Status**

Non Exempt

### **Approval Date**

### **Salary Grade**

Classified 4