

Santa Maria-Bonita School District

LIBRARY MEDIA CLERK I

BASIC FUNCTION

Under the direction of an assigned supervisor, perform clerical functions related to the acquisition, processing, cataloging, storage, circulation, and recovery of library and reference books, and instructional materials and media.

REPRESENTATIVE DUTIES

Receive and process books, periodicals, instructional materials, and media; receive orders and answer questions as appropriate; maintain circulation and distribution records; operate a computer to maintain records; prepare and maintain a variety of file and record systems, including shelf and storage lists and records, catalog cards, and other files and records; assist in collecting and circulating books, periodicals, and instructional media; assist in locating materials for classroom use and materials pertaining to specific subject matter areas; lift, transport, arrange, shelve, box, and package books and instructional materials; maintain a neat and orderly library media center environment; repair and mend damaged books and other instructional material as required; perform minor repairs and preventive maintenance on instructional media equipment; collect fines and maintain cash receipts records as required; assist in monitoring student behavior and supervise students in the library as assigned; develop interest center displays as required; assist in the preparation of requisitions for books and instructional materials as required; assist in the library inventory process; perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

Modern office methods, practices, and equipment;
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:

Effectively perform library clerical functions, including circulation and cataloging functions;
Maintain a variety of records and filing systems pertaining to a library media center;
Utilize a variety of reference resource guides;
Type at a net corrected speed of 40 words per minute;
Communicate effectively in oral and written form;
Understand and follow oral and written directions;
Establish and maintain cooperative working relationships with others.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Graduation from High School supplemented by training or coursework in library clerical or general clerical areas and one year of clerical experience, preferably including some experience in a library or instructional materials center.

WORKING CONDITIONS

Environment:

Library environment;
Constant interruptions.

Physical Abilities:

Dexterity of hands and fingers to operate a computer keyboard;
Sitting or standing for extended periods of time;
Climbing a stepladder to retrieve equipment and materials;
Seeing to read a variety of materials;
Hearing and speaking to exchange information;
Lifting light to moderately heavy objects;
Reaching overhead, above the shoulders and horizontally;
Kneeling or crouching.