

## Coast Unified School District

### **Title:**

Library Media Clerk II

**Salary Range:** 14

### **Job Summary:**

Maintains library collection of books, digital content, periodicals, documents and other instructional media; assists and instructs students and faculty in locating and obtaining materials; provides technical support for student mobile devices; assists in other school programs as assigned.

### **Qualifications:**

Required:

1. Two years of college with an AA or AS degree.
2. Two years of increasingly responsible library experience.
3. Type 40 words per minute.
4. Computer literacy.
5. Knowledge of library terminology and procedures.

Desirable:

1. Certificate of Proficiency in Library Technology.

### **Essential Functions:**

Planning, organizing and administration of the middle school library program; preparing reports; supervising library expenditures; handling correspondence; charging books in and out at the circulation desk; reviewing records to compile list of overdue books and notification of students; collection of fines for damaged books; checking books for needed repairs and repairing them; circulation of digital content; creation of bibliographical records in proper classifications; maintaining library database; assisting pupils and faculty in the use of searching electronic resources, indices, reference tools and the use of media; assisting the faculty in the instructional improvement program through more efficient utilization of available library resources; creation of an effective environment for learning through displays, bulletin boards and interest centers; informing the faculty of new materials received by the library; library supervision; development of a collection that complements the curriculum; acquisition and processing of materials such as books, periodicals; assisting students in the selection of books and research materials; operation of and technical support for student mobile devices; analysis of programs and systems for technological research, i.e., local area networking, investigation and review of new hardware and software, Internet and circulation; staff In-Service presentations related to new material acquired by the library and its use; maintains content for middle school library webpage; other duties as assigned.

**Physical Requirements:**

1. Ability to lift 30 pounds.
2. Ability to stoop and bend.
3. Ability to see to read books and media materials.
4. Ability to push and pull library carts.
5. Ability to walk and stand for extended periods of time.
6. Ability to reach horizontally and above the shoulders to shelve and reach books.
7. Dexterity of hands and fingers to operate audio-visual and standard library equipment and computers.
8. Ability to hear and speak to exchange information with students and staff.
9. Ability to communicate using the telephone.
10. Ability to think clearly and rationally to solve problems.

Note: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

**Supervision:**

Under the direct supervision of middle school principal.

Approved: June 30, 2016