

# **LAGUNA BEACH UNIFIED SCHOOL DISTRICT**

## **Job Description: LIBRARY MEDIA ASSISTANT**

### **BASIC FUNCTION:**

Under supervision of an assigned site administrator, to perform clerical functions pertaining to the acquisition, processing, cataloguing, storage, circulation, and recovery of library, reference books, textbooks, and a variety of other instructional materials and media including computers and software; and to do other related work as required.

### **ESSENTIAL DUTIES:**

- Receives and processes books, periodicals, instructional materials, textbooks and media.
- Maintains circulation and distribution records.
- Prepares and maintains a variety of the file and record systems, and other files and records.
- Collects and circulates books, periodical, textbooks and instructional media.
- Assists in locating materials for classroom use.
- Assist students and instructional personnel in locating materials pertaining to specific subject matter areas.
- Assists in monitoring student behavior.
- Lifts, transports, arranges, shelves, boxes, and packages books, instructional materials and textbooks.
- Provides direction and assistance to student library assistants.
- Performs minor housekeeping functions in maintaining a neat and orderly library media center environment.
- Assist in the preparation of requisitions and orders for books, software, instructional materials and textbooks. Repair and mend damaged books, textbooks, and other instructional material.
- Maintain simple cash receipts records.
- Input data into an automated library and textbook collection inventory process.

### **OTHER REPRESENTATIVE DUTIES:**

- Assist with maintaining library equipment in proper working condition and arranging for repairs or supplies as needed.
- Engage in cross training on functions and demonstrate use of knowledge to support library needs.
- Participates in job-related or District trainings as required.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

#### **Knowledge of:**

- Modern office methods, practices, and procedures.
- Correct English usage, spelling, grammar, and punctuation.
- Standard library reference sources, books, and other library-related materials.
- Student behavior management strategies and techniques.
- Basic arithmetical concepts.
- Library terminology and standard library practices, including knowledge of library media center classification systems.
- Use of computer applications and electronic research methods.

**Ability to:**

- Perform library media clerical functions, including circulation and cataloguing functions.
- Maintain a variety of records and filing systems pertaining to library media center.
- Utilize a variety of reference resource guides.
- Lead and coordinate the work of others.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships with students, staff, and public.

**MINIMUM QUALIFICATIONS:****Experience:**

One year of clerical experience, preferably including experience in a library or instructional materials center in an educational setting.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in library science and general clerical areas.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:****Environment:**

- Indoor library and/or classroom environment.
- Moderate noise level.
- Constant interruptions.

**Physical Requirements:**

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 30 pounds, and up to 50 pounds with assistance, including office supplies and printed materials.
- Ability to frequently bend, crouch or kneel at files or bookshelves, push and pull book trucks and library media carts, climb on step stools and ladders and twist in all directions to shelve and retrieve materials.

- Ability to climb stairs.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, functions and limitations of assigned duties.