

JOB DESCRIPTION
Pleasanton Unified School District

LIBRARY/MEDIA ASSISTANT II

Purpose Statement:

The job of Library/Media Assistant II is done for the purpose/s of promoting, supporting and encouraging literacy within a high school setting; maintaining library collection and controlling audio visual equipment at school site; assisting students, staff and community in utilizing library resources under the direction of a certified librarian; performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials.

Essential Functions

- Assists school librarian in student/staff orientation (e.g. on-line systems, research, use of computers, classification system, care of materials, etc.) for the purpose of educating them on the proper use of the library resources.
- Assists teachers, students, and other personnel for the purpose of researching materials for use in classroom and/or to enhancing class assignments.
- Catalogs media using computerized and manual cataloging programs for the purpose of preparing them for check out from the library collection.
- Encourages the use of library resources for the purpose of promoting literacy.
- Inventories library books, media equipment, and materials for the purpose of documenting losses and/or maintaining availability of materials.
- Maintains files and/or records (e.g. class schedules, books read, collection development, etc.) for the purpose of ensuring availability of library facilities and/or providing an up-to-date reference source.
- Maintains library in a neat and orderly fashion for the purpose of ensuring an environment conducive to learning.
- Operates video retrieval system (e.g. video tape, schedule media, distribute media, etc.) for the purpose of ensuring the availability media in support of instructional process.
- Oversees students in the library for a variety of reasons (e.g. research, studying, PE exemption, etc.) for the purpose of creating an effective working and positive learning environment.
- Participates in fund raising activities for the purpose of generating revenue from alternative sources.
- Performs minor repair, instructing, and troubleshooting of media retrieval system for the purpose of ensuring its availability as needed.
- Performs routine and preventive maintenance of media and in-library computer equipment for the purpose of ensuring the availability of equipment in safe operating condition.
- Processes notices of missing or damaged books and orders for library books, periodicals, videos, films, etc. for the purpose of maintaining library/video collection.
- Responds to inquiries (e.g. parents, students, teachers, staff, vendors, etc.) for the purpose of providing information and/or direction as may be required.

Other Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in the repair of library/media materials; operating pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: elements of library operation; use common office machines and software applications; age appropriate instructional materials and activities; and contemporary literature.

ABILITY is required to schedule activities and/or meetings; collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: working with frequent interruptions; being attentive to detail; displaying mechanical aptitude; and multi-tasking.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 13