

JOB DESCRIPTION

Pleasanton Unified School District

LIBRARY/MEDIA ASSISTANT I

Purpose Statement:

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

Essential Functions

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Assists teachers, students, and other personnel for the purpose of researching materials for use in classroom and/or to enhancing class assignments.
- Catalogs books using computerized 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, textbooks, 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.
- Orients students and staff (e.g. on-line systems, research, use of computers, classification system, care of materials, etc.) for the purpose of instructing them on the proper use of the library resources.
- 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.
- 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, selects and orders library books, periodicals, videos, films, etc. for the purpose of maintaining library/video collection.
- Requests and distributes textbooks and consumable workbooks for the purpose of ensuring the availability of items as needed.
- Responds to inquiries (e.g. parents, students, teachers, staff, vendors, etc.) for the purpose of providing information and/or direction as may be required.

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 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 required to satisfactorily perform the functions of the job includes: elements of library operation; Dewey decimal system; use common office machines and software applications; age appropriate instructional materials and activities; and classic 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 moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with constant 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 30% sitting, 35% walking, and 35% standing. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions.

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 11