

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: LIBRARY CLERK

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide general library assistance and information to students and staff; provide for the circulation of materials; process incoming materials and perform related clerical duties.

REPRESENTATIVE DUTIES:

Process books, periodicals and other circulating materials; process overdue and returned books according to established procedures.

Assist a Librarian in the acquisition, processing and circulation of books and other materials for circulation.

Process book orders and prepare purchase orders according to established procedures; order supplies as directed.

Receive items delivered to the library; check invoice against items received to assure proper receipt of items purchased; process items according to established procedures; notify appropriate personnel of receipt as necessary.

Perform a variety of clerical duties including typing, filing and duplicating; answer telephone as needed.

Provide training and work direction to student workers.

Provide a variety of library related information to students and staff; assist in locating and selecting appropriate materials.

Prepare a variety of records and reports; distribute information as assigned.

Update shelf list, card catalog and files; mend and repair books and materials.

Operate a variety of equipment including typewriter, copier, ditto machine and thermofax.

May operate computer and/or word processing hardware.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library terminology, policies and procedures.
Modern office practices, procedures and equipment.
Bibliographic and reference materials.
Filing and record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Basic math.

ABILITY TO:

Circulate library materials according to established procedures.
Assist students and others in use of library materials and equipment.
Operate a variety of office machines including typewriter, copier
calculator, ditto machine and thermofax.
Work cooperatively and effectively with others.
Train and provide work direction to others.
Maintain records and prepare reports.
Communicate effectively both orally and in writing.
Make arithmetic calculations quickly and accurately.
Process incoming library materials.
Lift objects weighing up to 25 pounds using safe and proper methods and/or
equipment.
Move objects weighing over 25 pounds using safe and proper
methods and/or equipment.
Type 35 words per minute from clear copy.
Understand and follow oral and written directions.
File alphabetically and numerically with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year
related experience working in a library.

WORKING CONDITIONS:

Library environment; subject to lifting, climbing and pushing.