

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SENIOR LIBRARY CLERK/COORDINATOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide library services related to the circulation, distribution and recovery of library books and reference materials at a high school; participate in the ordering of school textbooks and process, inventory and distribute textbooks in accordance with school requirements. Provide general library assistance and information to students and staff. Supervise large groups of students utilizing the library during regular operating hours. Perform duties in the Media Center related to the receipt, scheduling and distribution of instructional media materials and equipment during the summer and in the absence of the Instructional Media Specialist.

#### **DISTINGUISHING CHARACTERISTICS:**

Senior Library Clerk incumbents receive, process and inventory school textbooks in addition to library duties. Work is performed independently with only occasional supervision.

#### **REPRESENTATIVE DUTIES:**

Receive and process textbooks for distribution to teachers according to an established schedule; deliver textbooks to classrooms.

Participate in the ordering of school textbooks and library supplies; maintain accurate inventory and control records and files regarding textbooks and all library transactions.

Review textbooks for damage; mend and repair worn and damaged books and materials.

Provide information and assistance to local school districts regarding the borrowing of textbook materials.

Notify teachers of textbooks received that students had lost; issue new textbooks according to established guidelines.

Prepare and file student indebtedness slips as needed; prepare a variety of records and reports.

Process overdue and returned books according to established procedures.

Participate in the acquisition, processing and circulation of library books, periodicals, and other materials for circulation.

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

Provide training and work direction to student workers and make recommendations regarding grades.

Collect and maintain accurate accounting of library fines and fees and copy machine income; submit cash to school finance clerk.

Schedule library for use by teachers, classes and others.

Maintain regular hours of operation of the library, including opening and closing.

Apply knowledge of curriculum to evaluate, acquire and distribute materials and catalogs; serve as resource to staff relative to materials available in the Library/Media Center/Textbook room.

Represent High School Library to staff and others.

Operate a variety of office machines including typewriter, calculator, copy machine, library security system, computers and computer software.

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

Perform duties in the Media Center in the absence of the Media Specialist.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

Library classification systems.

Library terminology, policies and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Bibliographic and reference materials.

Proper methods of storing and inventorying textbooks.

Basic math.

Technical aspects of field of specialty.

Communication skills and organizational techniques.

Basic knowledge of instructional media equipment and materials.

Basic knowledge of computerized library systems.

Principles and practices of providing work direction and guidance to students and others.

**ABILITY TO:**

Process, inventory and distribute school textbooks according to established schedule.

Read, apply and explain library rules, regulations, policies and procedures.

Work independently with little direction.

Plan and organize work.

Meet schedules and time lines.

Circulate library materials according to established procedures.

Assist students, teachers and others in use of books, textbooks and related material and equipment.

File alphabetically and numerically with speed and accuracy.

Maintain accurate inventory and control records and files.

Operate a variety of office machines and equipment including typewriter, calculator, copier, computer and/or word processing hardware.

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.

Add, subtract, multiply and divide quickly and accurately.

Type at 35 words net per minute from clear copy.

Understand and follow oral and written directions.

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.

Coordinate, schedule, provide demonstration and instructions of instructional media materials for students and staff.

Complete work with many interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school, and two years increasingly responsible experience in a library environment and supplemental college level course work in library science desirable.

**WORKING CONDITIONS:**

School library and office environment; subject to lifting, climbing, pushing and exposure to dust.