

**MOTHER LODE UNION SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Library Clerk	<b>REPORTS TO:</b>	Principal
<b>DEPARTMENT:</b>	School Site	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>WORK YEAR:</b>	203 days/yr 8 hr/day
<b>BOARD APPROVAL:</b>	3/14/07	<b>SALARY:</b>	Range 6
<b>CSEA APPROVAL:</b>	1/9/07		

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**BASIC FUNCTION:**

Perform a variety of technical clerical functions in support of an elementary school library including the selection, acquisition, circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment; assist students and teachers in the use of library/media resources.

**DISTINGUISHING CHARACTERISTICS:**

Library/Media Technician I incumbents perform library functions in support of an elementary school library including the selection and acquisition of reading materials.

**REPRESENTATIVE DUTIES:**

- Perform a variety of technical clerical functions in support of an elementary school library center including the selection, acquisition, circulation, maintenance and distribution of books, instructional materials, audio-visual materials and equipment. *E*
- Weed out and discard books as needed from library collection. *E*
- Assist students and teachers in the selection and location of books, periodicals, articles and other media materials. *E*
- Order library books, textbooks and other media material for the library; research publishers and receive price quotes; purchase materials according to established guidelines; process new library materials. *E*
- Instruct and assist students in the use of the card catalog; assist individuals and groups of students in the use of basic reference sources in finding and selecting materials. *E*
- Select and read books aloud to classes to promote and encourage an interest in reading. *E*
- Operate a variety of library/media center equipment. *E*
- Maintain records of overdue materials and send notices to students and teachers; collect fines for overdue or lost books; maintain appropriate files and records. *E*
- Maintain discipline and order within the library/media center; enforce discipline procedures according to established guidelines. *E*
- Repair and maintain damaged library materials and perform minor repair to audio-visual equipment as necessary.
- Perform related duties as assigned.

## **MOTHER LODE UNION SCHOOL DISTRICT**

### **Position Description**

Title: Library Clerk

#### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level training in library technology and two years experience working in a library or instructional setting.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Library practices, procedures and terminology.
- Basic Dewey Decimal System and card/computer cataloging system.
- Operation of a computer terminal and data entry and retrieval techniques.
- Library reference materials and resources.
- Filing, indexing and inventory procedure.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

##### **ABILITY TO:**

- Learn, apply and explain policies, procedures, rules and regulations.
- Shelve library materials.
- Assist students and staff in the selection and location of library materials.
- Perform clerical duties such as filing, duplicating and typing.
- Maintain library in a neat and orderly condition.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

#### **WORKING CONDITIONS:**

##### **ENVIRONMENT:**

Elementary school library environment; constant interruptions.

##### **PHYSICAL ABILITIES:**

Bending, reaching, stooping, and moderate lifting of library materials; seeing to read books and media materials; pushing and pulling carts; walking and standing for extended periods of time; reaching horizontally and above the shoulders to shelve and reach books; dexterity of hands and fingers to operate a computer keyboard and standard library equipment.

##### **HAZARDS:**

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