

**Job Description**

Job Title: **Media Clerk**  
 Job Family: **School Based Administrative Support**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **November, 2004**

Job Code: **041123**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 15**  
 Typical Work Year: **9 months**

**SUMMARY:** Supervise daily use of library for staff and students. Handle organization of library.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Operate the library automation system (SIRSI). Check materials in and out; place holds; process overdue materials; help with interlibrary loan; communicate with parents and students as directed; handle fines and fees; shelf books included in circulation; maintain student records (privacy); verify status of materials; and prepare materials for the pony.	D	60%
2. Assist the library media specialist (LMS) with collecting materials for teachers; answer basic reference questions including the use of print and non-print materials; SIRSI and online databases. Assist students with the operation of computers and software (SRI/Reading counts); assist students with checkout of books and with reading counts/SRI.	D	20%
3. Create a friendly and clean environment in the library media center.	D	5%
4. Assist the LMS with supervision of students in the library and have knowledge of the school discipline policy. Supervise student aids and volunteers as directed. Handle clerical duties (answer phone, screen calls, use and maintain copier, printer, laminator, poster maker, book binder and risograph). Manage equipment (circulate repairs, clean, schedule and deliver equipment, operate video distribution system, utilize equipment transfer system (ETS). Maintain materials and inventory new books, cover new books, repair and process materials. Maintain periodical records. Shelf books. Perform other related duties as assigned for the library media center/computer labs.	D	5%
5. Assist with book fairs and other similar activities. Assist with annual inventory of books, AV material, software and equipment.	Q/A	5%
6. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of one year of experience in working with students, computers and having basic office skills.
- Operating knowledge of SIRSI preferred.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Successful candidate will be required to complete a pre-hire post-offer physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of media retrieval, risograph, laminator and poster maker required within three month after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Media Specialist, Elementary, Middle or High	4069,4068,4067

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

- Responsible for supervising the behavior and well-being of students, student assistants and senior volunteers in the library.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Handle payment for lost and damaged books, fines and book fair money.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds	X			
More than 100 pounds	X			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze		X		
Communicate				X
Copy			X	
Coordinate		X		
Instruct			X	
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate	X			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	