

MODESTO CITY SCHOOLS

Job Description

JC 1056

LIBRARY ASSISTANT II

OVERALL RESPONSIBILITY

Under general supervision, perform technical and general library clerical duties relating to the acquisition, processing, and circulation/distribution of print and non-print media, supplies, and audio-visual equipment.

SPECIFIC RESPONSIBILITIES

1. Assist in the selection of library materials, supplies, and audio-visual equipment.
2. Assist in ordering and processing of library materials, audio-visual equipment and supplies.
3. Check or direct the checking in or out of print/non-print media and equipment using computerized or standard circulation system.
4. Assist students, staff, parent volunteers, and senior aides in locating, using and ordering materials.
5. Assist in the repair of print/non-print media.
6. Assist in the systematic inventory of library holdings and supplies.
7. Assist in the maintenance of card catalogue and circulation files (e.g. issue library cards, issue overdue book notices, collect fines for lost materials, etc.).
8. Maintain financial records (e.g. receipt books, monthly reports).
9. Make presentations to student groups (e.g. story telling, student orientation and student research).
10. Schedule the use of the library.
11. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
12. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Knowledge of and ability to use the Dewey Decimal Classification System.

Knowledge of standard library reference books and their use.

Ability to activate a personal computer and load software from a disk and/or CD-ROM.

Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.

Knowledge of and ability to use e-mail and calendaring programs.

LIBRARY ASSISTANT II (continued)

QUALIFICATIONS (continued)

Knowledge/Ability

Minimum Requirements:

- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of modern office methods and practices.
- Ability to perform a variety of responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to express initiative, adaptability and confidentiality.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.).
- Ability to understand and carry out oral and written instructions given in English.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Knowledge of general first aid procedures, if assigned to a school site.

Desirable Qualifications:

- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of school operation, policies, regulations and procedures.

Experience

Minimum Requirement:

None

Desirable Qualification:

- One (1) year accounting, bookkeeping, clerical, secretarial experience performing basic work tasks.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License/Certificate

Minimum Requirement:

- Typing certificate evidencing an ability to keyboard at a net rate of 35 words per minute.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.
- Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

LIBRARY ASSISTANT II (continued)

Physical Characteristics (continued)

With or without the use of aids:

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO

Site principal or designee or Warehouse Supervisor

Board Approved: 10/25/99

Revised: 5/10/02

Unit Approved: 5/10/02

Board Approved: 5/28/02