

**Pierce Joint Unified School District
Job Description**

JOB TITLE:	Library Clerk	
SALARY SCHEDULE:	Classified	LOCATION: School Sites
DEPARTMENT:	School Site Library	BOARD APPROVED: 10/20/2016
REPORTS TO:	Site Principal	

SUMMARY: Perform a variety of functions in support of an elementary and middle school library that involve the selection, acquisition, circulation, maintenance and distribution of books and instructional materials; promote student use of the library for research, using various library technologies, and reading pleasure.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

- Participate in the development and coordination of the Pierce Joint Unified School District Library Plan.
- Assist teachers in researching materials for classroom use; notify teachers of newly-arrived books applicable to classroom topics or themes; operate computerized reference resources to assist students and teachers with research.
- Select and order library books, textbooks and other media materials for the library; receive recommendation for new book selections from all staff members; research publishers and receive price quotes; purchase materials according to established guidelines.
- Process new library materials.
- Participate in the organization, distribution and storage of library materials and equipment; shelve, store, and retrieve materials as required.
- Coordinate the circulation of library/media materials; check materials in and out to students and staff.
- Implement a system for maintaining records of materials checked out and for collecting fines and payments for overdue and lost items.
- Assist students and teachers in locating and selecting desired books, periodicals, articles, software and other media materials.
- Select and read books aloud to classes to promote interest in reading.
- Train, orient and provide work direction to student helpers and parent volunteers to assist with circulation, processing, shelving and filing.
- Assist students with the use of computers and equipment in the library/media center.
- Perform/assist, as needed, in textbook distribution and control.
- Prepare and maintain a variety of records and reports related to assigned activities.
- Maintain a clear and orderly library/media center environment; monitor and maintain acceptable student behavior.
- Repair and maintain damaged library materials.
- Perform other related duties as assigned and required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Library practices, procedures and terminology.
- Computer cataloging system.

- Automated library reference materials and sources.
- District curriculum, reading levels and appropriate reference materials.
- Filing, indexing and inventory practices.
- 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:

- Explain and apply school and District rules and policies applicable to the library.
- Check books and materials in and out at the circulation desk.
- Type a minimum of 35 words per minute.
- Assist students and staff in the selection of library materials.
- Process a variety of library materials.
- Monitor and maintain acceptable student behavior in the library.
- Operation of a computer terminal and data entry and retrieval techniques.
- Perform clerical duties such as filing, duplicating and typing.
- Maintain the library in a neat and orderly condition.
- Make mathematical calculations quickly and accurately.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Maintain records and prepare reports.
- Communicate effectively in both oral and written form.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to: high school diploma or equivalent and responsible clerical or instructional experience working with children in an organized setting, including some experience in a library or media center environment.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.