

JOB DESCRIPTION
Nogales Unified School District #1

LIBRARY CLERK

Purpose Statement:

The job of LIBRARY CLERK is done for the purpose/s of assisting in maintaining library collection at school site by implementing age appropriate programs for students utilizing library resources; selecting appropriate items in support of classroom instructing and instructing students on the proper use of the library resources.

This job reports to PRINCIPAL

Essential Functions

- Assists teachers, students, and other personnel for the purpose of identifying resource materials for use in classroom and/or class assignments.
- Check-in And Shelve library materials on a daily basis for the purpose of ensuring library materials are available to students.
- Conducts classes in a variety of formats (e.g. story telling, puppet plays, etc.) for the purpose of promoting the use and enjoyment of literature.
- Coordinates media requests of individuals sites for the purpose of ensuring availability of audio visual equipment for instructional use.
- Distributes various books and media for the purpose of providing requested classroom reference materials.
- Instructs students for the purpose of educating them on the proper use of the library resources (e.g. classification system, card catalog, care of materials, etc.) and being a resource to answer questions.
- Inventory books on an on-going and annual basis (e.g. create MARC records) for the purpose of ensuring all library materials are accounted for.
- Maintains database on library collection and individuals who access and can assess (e.g. patro registration/updates) for the purpose of ensuring database is current, availability of collection is accurate and confidentiality ensured.
- Maintains library in a neat and orderly fashion (e.g. Shelving and barcoding books, cleans books, decorating for holidays) for the purpose of ensuring an environment conducive to learning.
- Monitors And Supervises students in library for the purpose of providing for the safety and welfare of students.
- Processes orders (e.g. books, periodicals, films, etc.) for the purpose of maintaining library collection controls.
- Promotes library use related to special holidays, seasonal activities, etc. for the purpose of motivating students to use library resources.

Other Functions

- Assists other personnel as may be required (e.g. lunch clerk when absent, answer telephones as needed, clerical assistance) for the purpose of supporting them in the completion of their work activities.
- Compiles statistics for the purpose of providing information on library usage/book circulation.
- Manage book fairs, fund raiser, library clubs for the purpose of ensuring that event and sales occurs per procedure and in a prompt and orderly manner.
- Performs minor repairs for the purpose of ensuring the availability of books and audio/visual equipment and preparing them for binding/external repair.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: using pertinent software applications
operating standard office equipment

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: age appropriate activities
office methods and procedures
standard office software
working knowledge of library system

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. In working with others, some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: working with detailed information/data
working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

ParaPro Test or meet alternate requirements

Certificates & Licenses

Arizona Emergency or Standand Substitute Certificate

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 3

Job description available upon request