

## LIBRARY ASSISTANT

### BASIC FUNCTION:

Under the direction of an Assistant Principal, perform a variety of responsible duties in a high school library; schedule textbook distribution and maintain accurate inventory and records of textbooks; process and circulate library materials, audio-visual materials, equipment and other library materials.

### REPRESENTATIVE DUTIES:

- Assist students, staff and others in locating and selecting appropriate library, reference and research materials; participate in class research projects as requested; instruct students in the proper use of the library including the card catalog, computer lab, operation of equipment and related library matters. **E**
- Check books and other materials in and out at the circulation desk; arrange, stock, and shelve books and other instructional materials. **E**
- Schedule textbook distribution activities; distribute, collect, inventory and repair textbooks according to established procedures. **E**
- Maintain current and accurate textbook inventory records; prepare bills and collect monies for lost or damaged texts and issue replacements; reimburse students for books found as needed; mend books upon return as needed; withdraw books from library circulation due to worn condition or damage. **E**
- Process new textbooks; assign barcode numbers, stamp, prepare information cards, and enter related data into the computer; inform personnel of new books as appropriate. **E**
- Assist teachers in researching materials for classroom use; notify teachers of newly-arrived books applicable to classroom topics or themes. **E**
- Operate a computer and other office, library and instructional equipment as assigned; arrange for technical support of software programs or computers as needed; install computer software, troubleshoot problems and perform routine maintenance as needed. **E**
- Perform various clerical duties including duplicating materials, answering phones and routing calls, typing various materials, and other clerical duties as requested.
- Monitor and maintain acceptable student behavior in the library; assist in maintaining a clean and orderly environment.
- Provide work direction, training and guidance to student assistants as assigned.
- Perform related duties as assigned.

### KNOWLEDGE OF:

Library practices, procedures and terminology.

Library reference materials and sources.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

Interpersonal skills using tact, patience and courtesy.

Basic research methods.

**ABILITY TO:**

Perform duties related to textbook inventory and control, processing library materials and circulating library materials and equipment.  
Assist students, staff and others in locating and utilizing library materials.  
Process a variety of library materials.  
Apply and explain library rules, regulations and policies.  
Maintain library in a neat and orderly condition.  
Make arithmetic calculations quickly and accurately.  
Establish and maintain effective working relationships with others.  
Maintain records and prepare reports.  
Type 45 wpm net from clear copy; original certificate dated within 6 months is acceptable.  
Communicate effectively both orally and in writing.  
Perform clerical duties such as filing, duplications and typing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years clerical experience, including some experience in a library environment.

**WORKING CONDITIONS:****ENVIRONMENT:**

Library environment.  
Constant interruptions.

**PHYSICAL ABILITIES:**

Hearing and speaking to exchange information.  
Seeing to read a variety of materials.  
Dexterity of hands and fingers to operate a computer keyboard.  
Lifting and carrying light to moderately heavy objects.  
Pushing or pulling book carts.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling or crouching.

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