

Cape Girardeau Public School District No. 63
Job Description

Job Title: Library Clerical Assistant

Terms of Employment: 12 month contract; 200 days

FLSA Status: Non-exempt

Reports to: Library Media Specialist

Brief Description of Position:

This position is responsible for providing support to the instructional program with specific responsibilities for maintaining the library and media collections at school sites; identifying age appropriate resources for students and teachers utilizing library and media resources; selecting appropriate items in support of classroom instruction; and performing clerical functions related to collection, processing, circulation, maintenance, and inventory of library materials and/or textbooks.

Required Qualifications:

- High school diploma and minimum 60 hours of college credit.
- Proficiency in Microsoft Office programs including Word, Excel, and PowerPoint.
- Ability to work on multiple projects at once.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrate excellent organizational and planning skills; including ability to prioritize.
- Ability to work well under pressure.
- Ability to work with others on multiple tasks/projects and complete assignments with specified deadlines.
- Ability to lead and offer guidance to others.
- Ability to meet deadlines and to manage time appropriately.

Desired Qualifications:

- Past experience as a librarian is preferred.
- High level of communication skills, both oral and written.
- Experience in organizational leadership, curriculum development, and research.

Essential Duties and Responsibilities:

- Assist individual and groups of students and staff with a variety of library and media processing; maintain a system for circulating library materials, including books, pamphlets, videos and equipment; schedule the use of materials according to established procedures.
- Perform a variety of clerical duties in an assigned school library media center; order, process, shelve, issue and inventory library books.
- Order, process and catalog library materials, including books, periodicals, pamphlets and other instructional materials according to established procedures.

- Assist students in the use of the card catalog, indexes, CD-ROM drives and CD's and other reference material.
- Prepare overdue notices; collect and account for money for fines, damages or lost books; conduct periodic inventory of library collection.
- Review library/media collection; remove obsolete, damaged or withdrawn books.
- Perform a variety of clerical duties, including typing, filing and maintain records related teachers and administrators regarding problems, issues or concerns within library as necessary.
- Plan, design and decorate bulletin boards, special interest counters and set-up displays; assist staff with arrangements for special library-related programs.
- Perform a variety of routine maintenance and repair to library/media collection and equipment; repair books and textbooks and replace projector bulbs; laminate instructional material as assigned.
- Prepare and maintain a variety of records and reports related to overdue notices and fines, textbook issuance, inventory of books and equipment and other related information.
- Help prepare annual report for Department of Elementary and Secondary Education (DESE).
- Perform other duties as may be assigned by supervisor and/or building principal.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Reviewed July 2013