

# LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

## JOB DESCRIPTION

### LIBRARY ASSISTANT

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#### **BASIC FUNCTION:**

Under the direction of the school principal and the general direction of the school librarian, perform a wide variety of duties, complex clerical, routine administrative and paraprofessional duties for the school library; assist in specialized activities in the selection and purchase of both book and non-book library and multimedia materials; assist teachers, students, staff and the public in accessing and utilizing library materials.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform specialized and technical paraprofessional level work in the acquisition, processing and distribution of school library materials requiring the successful coordination of a variety of specialized library tasks and details; maintain specialized knowledge and skills in various phases of library techniques and functions.
- Supervise and support classes including assisting students and teachers locate books and instructional material.
- Manage circulation of materials including checking books and materials in and out; run reports; send and process bills.
- Organize and maintain library collection including shelving, sorting, re-organizing and pulling books and materials as needed.
- Maintain digital database in Follett including cataloging, updating and editing information; add students as necessary.
- Promote reading by maintaining book displays, holiday and event collections, signs and programs.
- Assist with updating collection including processing new books; shelve cataloged books; identify and discard old and over-used books as necessary.
- Oversee training and supervision of parent volunteers.
- Maintain and update fine records for lost and damaged books to reflect accurate fees and budgets.
- Maintain quality of library collection by repairing overly used and damaged books.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and a minimum one year of library clerical experience or library technical training desirable.

##### Knowledge of:

- Standard library procedures of a complex nature including practices, methods and procedures used in library/media center book and materials purchasing.
- Policies and practices of publishing companies, book vendors, and other sources of supply.
- Reference materials used to identify pertinent information about book and non-book materials.
- Types and uses of materials/media in a library collection.
- Basic mathematics and fundamental bookkeeping methods and techniques.
- Shipping and receiving costs and procedures.
- Library policies, procedures, organization and operating details.

- Library of Congress bibliographic cataloging practices and classification schedules.
- Practices for searching, creating and revising standard cataloging using an on-line bibliographic utility program.
- English usage, spelling, grammar and punctuation.
- Modern office methods, procedures and equipment.
- Operation of a computer, assigned software and other library equipment.

Ability to:

- Communicate effectively, orally and in writing.
- Train, plan and direct the work of other employees.
- Interpret and explain District and library policies, rules and regulations.
- Operate a calculator, microcomputer and other office equipment.
- Type and input data at an acceptable rate of speed.
- Analyze situation carefully and adopt effective courses of action.
- Perform a variety of book and audio-visual materials buying activities.
- Work well with publishers, vendors, wholesalers, teachers, students and other library staff.
- Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules.
- Understand and apply sound accounting and bookkeeping techniques and procedures.
- Maintain accurate and up-to-date records, files and documentation.
- Operate a computer and other library equipment.

**WORKING CONDITIONS:**

Work Environment:

- Library Environment.

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.

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

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 7/73, 2/9/05, 2/15/18

FLSA Status: Non-Exempt