

PLUMAS LAKE ELEMENTARY SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Library Clerk
DEPARTMENT: School Site
FLSA: Non-Exempt
REVISED:

REPORTS TO: Site Principal
CLASSIFICATION: Classified
SALARY GRADE: 07
BOARD APPROVED:

BASIC FUNCTION:

Supervise the operation of a school library or central instructional media, library, materials distribution, or cataloging processing section and the work of assigned staff; perform operations record control duties.

REPRESENTATIVE DUTIES: (incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

Plan and supervise library-clerical activities of a school library or an instructional media section in which textbooks, library books, reference books, and audiovisual instructional materials and equipment are ordered, cataloged, processed, stored, and/or circulated.

Assist staff and pupils with the location and selection of materials.

Supervise the record keeping functions of acquisition, withdrawal, and inventory.

Review condition of materials and assist in making decisions as to repair or replacement.

Work closely with other sections to facilitate the smooth flow of materials; gather, compile, analyze, and prepare data for statistical and operational information.

Initiate and prepare forms and reports; select, train, and supervise pupil assistants.

Determine priorities and adjust workload.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

High school diploma/GED and a passing score on the Paraprofessional Proficiency Exam or an Associate's Degree (or higher) or 48 or more eligible units of coursework at a recognized college or university.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Knowledge of modern library-clerical and office methods, including record keeping.

Technical aspects of field of specialty.

Reading and writing English communication skills.

Library Clerk – continued page 2

ABILITY TO:

Plan and supervise library-clerical activities of school library or an instructional media section.
Process instructional media materials.
Exercise independent judgment and to assume responsibility.
Type/keyboard at a net corrected speed of 25 words per minute.
Learn pertinent district policies and procedures rapidly.
Operate standard office equipment including computers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work to meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.