

POSITION DESCRIPTION

Library Media Assistant

Position Library Media Assistant

Department/Site Language Arts & Library

FLSA Non-Exempt

Evaluated by Library Supervisor

Salary Range 21

Summary

Performs recurring clerical library duties in a library.

Essential Duties and Responsibilities

- Assists students with use of the library. Assists them to find materials, pointing out them to use resource guides. Illustrates use of card catalogs. Refers more difficult requests to a Library Media Technician or Librarian.
- Shelves new and returned materials (books, media, textbooks or periodicals) and enters into system.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Affixes location labels on books. Observes the label and book for compatible title, author, and number. Places books in alpha-numeric order to assure efficient shelving.
- Enters location and related data for books onto a computerized data entry screen.
- Maintains a clean and orderly environment.
- Circulates, stores, and inventories books, periodicals, and audiovisual materials.
- Processes books, magazines, and periodicals for library use.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires a basic knowledge of basic library methods, practices and terminology including use of library card catalog and basic reference sources.
- Requires knowledge and understanding of the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards.
- Requires basic knowledge of automated carding systems and records.
- Requires sufficient human relations skill to serve students' reading requests and to interact with staff and faculty.

Abilities

- Requires the ability to perform all of the duties of the position with only general supervision and support.
- Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to maintain a well-organized and attractive library setting.
- Must be able to apply and explain library rules, regulations and policies.
- Requires the ability to deal courteously with library patrons.
- Must be able to perform routine clerical and record keeping duties.

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Physical Abilities

- Requires ambulatory ability to sit, stand, kneel, stoop, reach and twist.
- Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to shelves for placement of lightweight objects (less than 10 pounds); hearing and speech ability to carry on conversations in person and over the phone.
- May be required to work evenings and weekends and at off-campus locations.

Education and Experience

- A high school diploma, or the equivalent, and one year of library experience.

Licenses and Certificates

- May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.