



COVINA-VALLEY

UNIFIED SCHOOL DISTRICT

May 2019

Revised Job Description

Personnel Commission Approval: June 11, 2019

Board Approval: May 20, 2019

Library Media Clerk

Definition

Under general supervision, to perform a variety of library media duties of average difficulty; to assist patrons in the use of library media equipment, facilities, materials, and services; and to do related work as required.

Essential Duties and Responsibilities

- Assist library patrons at circulation desks, check library materials in and out, maintain circulation records and answer routine location questions;
- Provide a full range of customer services in a school environment that encompasses circulation;
- Assist library patrons in becoming familiar with the arrangement and location of library services and materials and, as necessary, refer patrons to appropriate professional or supervisory staff;
- Maintain routine files related to library/media operations;
- Maintain database, compile statistics, and revise a variety of materials;
- Perform training assignments in the more technical areas of library work;
- Maintain and circulate equipment including but not limited to computers;
- Schedule usage of library/media space as needed.

Required Qualifications

- The equivalent of graduation from high school and completion of at least two years of study (48 semester units or 60 quarter units) at an institution of higher education, or attainment of an Associate of Arts degree or higher;
- One year of library clerical experience or online library certificate through accredited university and/or college.

Training and Experience

- Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying.

Knowledge of

- Policies and procedures encompassing library operations;
- English usage, vocabulary, grammar, spelling, and punctuation;
- Basic reference books found in a school library;
- Dewey Decimal Classification;
- Destiny Library system;
- Standard library practices, terminology, and procedures;

- Troubleshooting personal computers and common business education software and resources;
- Accelerated Reader program;
- Google Suite;
- Microsoft 360.

Ability to

- Work effectively and efficiently with all levels of District personnel;
- Communicate effectively;
- Follow detailed procedures such as standard library cataloging and filing rules;
- Learn a wide variety of library duties with speed and accuracy;
- Type at a speed of not less than 45 words per minute from clear copy;
- Monitor and maintain acceptable standards of behavior among students;
- Perform routine clerical and record keeping duties;
- Use the card catalog and standard reference sources efficiently.

This position will be paid on the appropriate step of the Classified salary schedule:

- Range 143
- 10-11 months*

**based on location*