

# ROCKLIN UNIFIED SCHOOL DISTRICT

## Job Description



**JOB TITLE:** Library Clerk

**SUMMARY:**

Responsible for school library support functions in the day-to-day operations of a school Library/Media Center; to perform typing, filing, receptionist, and record keeping assignments; to be responsible for the preparation, maintenance, and processing of library student and book records; to provide basic library assistance for students; assist in developing programs and procedures; and to do related work as required. This position would oversee and supervise the assigned library assistants in the absence of the District Library Media Coordinator.

**SUPERVISOR:** School Principal and/or the District Library Media Coordinator

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(The following information is descriptive and is not restrictive as to duties required.)* Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgment.

1. Assists, maintains, and implements school Library Media Center (LMC) policies.
2. Trains and assists in the oversight of library aides, student assistants, and volunteers.
3. Knows and understands the philosophies, programs, and practices of the Library Media Center and relates them to site level staff.
4. Assists in evaluating, selecting, and cataloging appropriate LMC materials using a wide range of professional resources, including input from faculty and students.
5. Assists in maintaining the Library Media Center's collection and database, keeping them current and relevant to the curriculum.
6. Provides orientation to all Library Media Center users.
7. Assists in providing instruction to students and staff in the use of LMC materials, research techniques, and new technologies.
8. Provide model lessons and literature recommendations in keeping with the COE model Standards for California Public Schools Grade.
9. Assists in Library Media Center related projects and programs (such as California Young Reader Medal, organized research presentations/competitions, oral language fairs, etc.).
10. Serves as a resource to teachers in curriculum and instructional design.
11. Participates in public relations at the site and district level, building relationships with local businesses and community organizations.
12. Monitors Library Media Center visitors (check-in/out).
13. Attends conferences and workshops pertaining to LMC Operations and literature.
14. Configures hardware (such as handheld computers) with library programs.
15. Creates web pages.
16. Creates and maintains budgets; processes deposits, refunds and reimbursements.

17. Performs basic first aid as required
18. Other duties as assigned

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern library methods, procedures, and practices, including the Dewey Decimal System and use of an electronic library catalog, filing systems, correspondence, basic accounting techniques, telephone techniques, and computer etiquette.
3. Familiarity with the California Department of Education Model School Library Standards for California Public Schools.

**Ability to:**

1. Learn District and school rules, regulations, and procedures and apply them in a variety of situations.
2. Provide, understand and follow both oral and written directions.
3. Prepare and maintain a variety of records and reports.
4. Perform a variety of office support work.
5. Maintain filing and record keeping systems, including a computer data base.
6. Make arithmetic calculations quickly and accurately.
7. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
8. Operate a variety of standard office machines and equipment.
9. Effectively communicate both orally and in writing.
10. Create and update web pages.
11. Provide supervision to library aides and volunteers.
12. Establish and maintain cooperative working relationships.
13. Type at a minimum rate of 40 words per minute from clear, legible copy.
14. Perform minor first aid in compliance with established District policies.

**EDUCATION:**

High School Diploma

**EXPERIENCE:**

Any combination of training and experience which would likely provide the required knowledge and abilities in order to qualify. A typical way to obtain the required knowledge and abilities would be:

Previous experience in Library support work (is highly desirable).

**CERTIFICATES, LICENSE, REGISTRATIONS:** Some positions may require the following:

Ability to obtain a First Aid Certificate.  
Valid California Driver's License

### **PHYSICAL REQUIREMENTS:**

The physical requirements 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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit, stand, walk, use hands, and reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision and ability to adjust focus.

Sits for extended periods; and frequently stands and walks. Position requires moderate physical exertion associated with the ability to lift, carry, push, pull or climb. Position requires physical capability for sustained physical work; requires strength and endurance associated with moderate physical effort. Position requires moderate physical effort while performing continuous moderate lifting. Requires ability to lift 50 pounds or carry objects weighing up to 25 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; uses office equipment including computers, telephones, calculators, copiers, and fax machines.

### **MEDICAL CATEGORY I:**

### **WORK ENVIRONMENT:**

Work is normally performed in an office environment; continuous contact with staff, students, parents, and the public. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in an inside environment. The employee is frequently exposed to video display. The employee occasionally uses personal vehicle for work-related travel. The noise level in the work environment is usually quiet.

**The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability.**

**No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.**

Library Clerk

**The Rocklin Unified School District**

**Maintains a tobacco-free, drug-free environment**

Adoption: 03-02-05

Revised: 03-19-08

Revised: 08-10-11

Adopted: 10-05-11